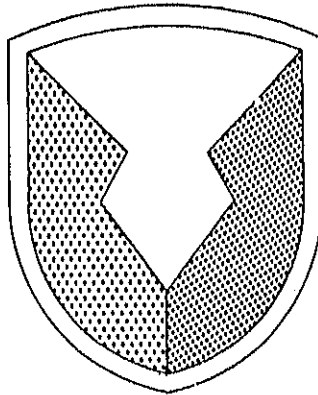




398

# CIVILIAN PERSONNEL

## POLICIES AND PROCEDURES



This copy is a reprint which includes current  
pages from Changes No. 1. through 47

HEADQUARTERS  
UNITED STATES ARMY MATERIEL COMMAND  
WASHINGTON 25, D. C.

20 December 1962

1. AMCR 690-3, Civilian Personnel Policies and Procedures, is published for the compliance of all concerned.

2. This regulation supplements policies and procedures published in DA Civilian Personnel Regulations, in accordance with AMCR 690-2. This initial issuance contains those supplementary instructions that have been developed since the activation of the U. S. Army Materiel Command. Additional supplementary instructions will be published in changes to this basic regulation as they are developed.

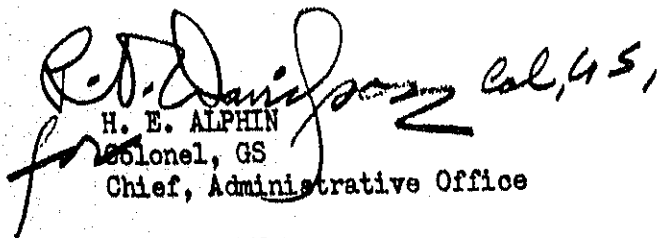
3. As required by AMCR 690-2, chapters, sections, and paragraphs of this regulation are assigned the same designations as the DA Civilian Personnel Regulation chapters, sections, and paragraphs that they supplement.

(AMCPT-CP)

FOR THE COMMANDER:

FRED P. CAMPBELL  
Brigadier General, USA  
Chief of Staff

OFFICIAL:

  
H. E. ALPHIN  
Colonel, GS  
Chief, Administrative Office

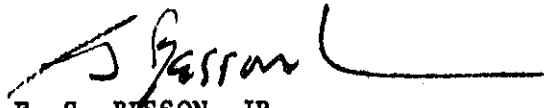
DISTRIBUTION:  
Special

CIVILIAN PERSONNEL  
POLICIES AND PROCEDURES  
FOREWORD

Manpower is my most precious commodity. Because you -- dedicated and skilled civilians -- comprise the overwhelming portion of manpower resources throughout the United States Army Materiel Command, my basic civilian personnel policy is readily apparent. Your welfare, your aspirations and your careers are inseparably mine. You have my loyalty. I require and expect yours. Together we will succeed in our common endeavor: To insure that the United States Army is the best equipped in the world.

In this, the initial issuance of AMC Regulation 690-3, you will find various policies, rules and regulations promulgated by statute, the Civil Service Commission and the Department of the Army. Effective civilian personnel management requires that all such policies and procedures be applied uniformly. Supplementary command instructions will be issued in this regulation only when such action is necessitated to assure consistent application throughout the U. S. Army Materiel Command.

Your continuing support of these AMC policies is requested, including the submission of constructive recommendations for appropriate additions or changes to this regulation.



F. S. BESSON, JR.  
Lieutenant General, USA  
Commanding



CIVILIAN PERSONNEL  
POLICIES AND PROCEDURES

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CPPM 1				
Section 5	Salary and Wage Administration		X	
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7	Training Administration			X
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CHAPTER A2

ADMINISTRATIVE REFERENCES

Section

War Department and Department of the  
Army Orders and Circulars

I

Section I

DA General Orders 32, 1956 - Responsibility for Civilian  
Personnel Management in the Army Establishment

RESPONSIBILITY FOR CIVILIAN PERSONNEL MANAGEMENT IN THE ARMY ESTABLISHMENT -  
DA GENERAL ORDERS 32, 1956

3. Delegation of authority. Section II, paragraph 2, DA General Orders 23, 1962, amends paragraph 3, DA General Orders 32, 1956, subject: Responsibility for Civilian Personnel Management in the Army Establishment, by adding subparagraph k as follows:

"k. The Commanding General, U.S. Army Materiel Command, for the activities under his command."

RESPONSIBILITY FOR CIVILIAN PERSONNEL MANAGEMENT THROUGHOUT THE U.S.  
ARMY MATERIEL COMMAND (Added)

1. Delegation to major subordinate commands. Authority for civilian personnel management has been delegated by letter dated 2 August 1963 (see app I) to the commanders of major subordinate commands, with authority to redelegate. In exercising this authority, the commanders are enjoined to insure strict compliance with the objectives and policies specified in DA General Orders 32, 1956 (see DA CPR A2.1), and in AR 10-20.

2. Delegation to AMC installations and activities. Authority for civilian personnel management has also been delegated to commanders of separate activities and installations reporting directly to the Commanding General, AMC, by letter dated 2 August 1963. (See app I.) In exercising this authority, the commanders are enjoined to insure strict compliance with the objectives and policies specified in DA General Orders 32, 1956 (see DA CPR A2.1), and in AR 10-20. Staff supervision over, and assistance in, the application of this authority is provided by the Director of Personnel and Training, AMC.

AMCR 690-3, C29

RECOMMENDATIONS BY MAJOR SUBORDINATE COMMANDS, INSTALLATIONS, AND  
ACTIVITIES (Added)

Implementation. Within the AMC, issuance of supplementary civilian personnel instructions will be governed by the policy set forth in AMCR 690-2. Permanent instructions will be issued as chapters of AMCR 690-3; nonpermanent instructions will be issued in the form of AMC circulars. Whenever commanders of AMC major subordinate commands or of separate installations or activities reporting directly to Headquarters, AMC, consider that a need exists for the publication of additional AMC instructions to supplement DA CPR's, they will forward recommendations to that effect, together with reasons therefor, to the Commanding General, AMC, ATTN: AMCPT-C, for appropriate action.



Appendix I

AMCR 690-3, C-29

HEADQUARTERS  
UNITED STATES ARMY MATERIEL COMMAND  
WASHINGTON 25, D.C.

AMCPT-CE

8 AUG 1963

SUBJECT: Delegation of Authority for Civilian Personnel Management

TO: See Distribution

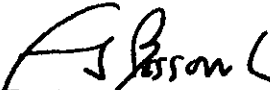
1. References:

- a. DA General Order No. 23, 1962, Section II, Paragraph 2, subject: "U. S. Army Materiel Command, Washington, D. C."
- b. DA General Order No. 32, 1956, subject: "Responsibility for Civilian Personnel Management in the Army Establishment".
- c. AR 10-20, 1957, subject: "Civilian Personnel Administration".

2. The authority for carrying out the civilian personnel program of the Department of the Army within the framework of common policies, procedures, and other program requirements prescribed for establishment-wide use, delegated by references 1a and 1b, is hereby redelegated to the Commanders of U. S. Army Materiel Command Major Subordinate Commands, with authority to redelegate in accordance with the provisions of paragraph 4, reference 1b, but in no event below the Commanding Officer of an independent field activity. Likewise, this aforementioned authority is hereby redelegated to the Commanders of installations and activities reporting direct to the Commanding General, U. S. Army Materiel Command, without further power of redelegation.

3. All prior delegations of authority for civilian personnel management are hereby superseded.

DISTRIBUTION:  
B

  
F. S. BESSON, JR.  
Lieutenant General, USA  
Commanding



DEPARTMENT OF THE ARMY CIVILIAN PERSONNEL POLICY  
FORMULATION AND ISSUANCE SYSTEM

	<u>Subchapter</u>
Civilian Personnel Issuances	2
Civilian Personnel Recruiting Literature	4

Subchapter 2

CIVILIAN PERSONNEL ISSUANCES

	<u>Paragraph</u>
Component Parts of the Issuance System	2-2
Job Evaluation and Qualifications Standards	2-3

2-2.a. Civilian Personnel Regulations (CPR). (Added) When required to supplement policies and procedures contained in DA CPR's, or in some instances in DA Civilian Personnel Procedures Manual No. 1, Headquarters, AMC, will issue supplemental guidance in AMCR 690-3. The supplemental guidance will be in the form of chapters of AMCR 690-3, numbered to correspond to the DA CPR or section of CPPM No. 1 which they supplement. The AMC guidance will be effective upon receipt unless another date is shown. In the absence of supplementary issuances, the provisions of the DA CPR's will be applied as published. Within AMC there will be no duplication in civilian personnel issuances of any type; supplementary civilian personnel instructions will not be issued by major subordinate commands unless specifically required by AMCR 690-3. Supplementary local operating procedures may be issued by AMC major subordinate commands, installations, and activities, but only if they are required to assist managers and supervisors in the local application of policies and procedures set forth in DA CPR's and AMCR 690-3.

2-2.e. Distribution. (Added) Any request from an operating official or private individual for copies of these publications will be routed to the civilian personnel office for advice before the request is honored.

2-3. Job Evaluation and Qualifications Standards. (Added)

See appendix I to this chapter.



Subchapter 4

CIVILIAN PERSONNEL RECRUITING LITERATURE

4-3. Command brochures. (Added) Headquarters, AMC, will publish a recruitment brochure appropriate for use throughout AMC. Major subordinate commands and installations and activities may be authorized to develop appropriate inserts, keyed to their specific needs, to be used with the brochure. Specific information concerning the brochure and preparation of inserts may be secured from the Commanding General, AMC, ATTN: AMCPT-CR.

APPENDIX I

REVIEW OF DRAFT CIVIL SERVICE COMMISSION  
CLASSIFICATION AND QUALIFICATION STANDARDS

1. References. a. DA CPR 10, 25 March 1960, Tentative Classification and Qualification Standards.

b. FPM Bulletin No. 271-4, 18 March 1963, Classification and Qualification Standards Program, and subsequent issues.

2. This appendix establishes procedures for the formulation of AMC comments on draft U. S. Civil Service Commission (USCSC) classification and qualification standards.

3. The Chief, Civilian Personnel Division, Directorate of Personnel and Training, Headquarters, AMC, is responsible for the development and presentation to Headquarters, DA, of comments on USCSC standards. AMC major subordinate commands, installations, and activities will not submit comments on such standards to the USCSC or to Headquarters, DA.

4. The USCSC standards program consists of the following elements:

- a. Determination of the need for new or revised standards.
- b. Planning and scheduling standards work.
- c. Publication of the schedule of standards work.
- d. Standards study, including on-site study of typical jobs and work processes.
- e. Preparation and distribution of draft standards.
- f. Review of comments on draft standards.
- g. Revision and publication of standards.

5. Headquarters, AMC, and AMC major subordinate commands, installations, and activities will participate in the USCSC standards program by:

- a. Recommending the publication of new or revised standards that will facilitate the accomplishment of the AMC mission.
- b. Assisting in USCSC standards study by furnishing requested information.
- c. Facilitating study of jobs and work processes at AMC installations and activities by USCSC representatives.

d. Preparing, after careful review, comments on draft USCSC standards.

6. The following procedures will be followed:

a. Recommending new or revised standards. Each major subordinate command, installation, and activity will be alert to the need for new or revised USCSC standards. As needs are detected, recommendations for standards work will be made through command channels. These recommendations will include a concise statement explaining the inadequacy of the present standard structure, and how that structure is adversely affecting mission accomplishment. When work on standards in more than one occupational series is recommended, the relative importance of each series standard should be shown.

b. Comments on new or revised standards. The USCSC distributes drafts of revised standards directly to AMC major subordinate commands, installations, and activities for comment. The USCSC distribution is made in accordance with a list previously furnished the USCSC. This list is developed by Headquarters, DA, based on AMC recommendations. Only a limited number of draft standards are available for distribution. It is important that installations and activities selected to prepare comments represent an adequate cross-section of job situations and problems. It is also important that installation personnel demonstrate the ability to prepare clear, concise, and pertinent comments.

(1) As the USCSC establishes schedules for standards work, it publishes these schedules in an FPM Bulletin (para 1b, this appendix). Within 3 weeks of the receipt of a revised USCSC standards schedule:

(a) Commanders of major subordinate commands will furnish the Commanding General, AMC, ATTN: AMCPT-CP, a proposed list, by series code, of installations and activities that should submit comments on each forthcoming draft standard.

(b) Commanders of installations and activities with operating civilian personnel offices that report directly to Headquarters, AMC, will furnish the Commanding General, AMC, ATTN: AMCPT-CP, a list, by series code, of the forthcoming draft standards on which they desire to comment.

(2) The Director of Personnel and Training, Headquarters, AMC, will furnish major subordinate commands with a list that will show the installations and other activities receiving draft standards for comment.

(3) Commanders of installations and activities are responsible for reviewing draft standards and preparing comments. Concerned operating and subject matter specialists will participate fully in the review. Comments should follow the outline provided in the reference cited in paragraph 1a, this appendix.

(4) Commanders of major subordinate commands will review comments received from their subordinate installations and activities and prepare consolidated comments that represent the position of the command.

(5) Commanders of major subordinate commands, and installations and activities reporting directly to Headquarters, AMC, will dispatch their comments not later than 25 calendar days prior to the date shown on the draft standard.



## CHAPTER A7

## APPOINTMENTS

	<u>Section</u>
General provisions	1
Competitive appointments	2
Noncompetitive appointments	3
Appointments to positions excepted from the competitive service	4
Appointment of college and university faculty members by AMC laboratories (added)	6
Employment of patent advisers (added)	7

## Section 1

## GENERAL PROVISIONS

	<u>Paragraph</u>
Special classes of positions	1 - 6 (added)

## SPECIAL CLASSES OF POSITIONS

-6a(1) Authority. (a) Appointments of civilian aircraft pilots are governed by paragraph 8, AR 95-1, which provides that the Commanding General, AMC, may authorize civilians to pilot Army aircraft.

(b) The Commanding General, AMC, has designated the Director and the Deputy Director of Personnel and Training, AMC, to act for him in authorizing civilians to pilot Army aircraft.

(2) Policy. It is AMC policy to authorize civilians to pilot Army aircraft on request when military Army aviators are not available to perform essential test, training, administrative, or ferrying flights.

(3) Procedure. (a) Commanders of AMC commands, installations, and activities who need civilians to pilot Army aircraft will forward requests to the Commanding General, AMC, ATTN: AMCPT-C, through command channels. Requests will include the following material:

1. Position descriptions, to include statements as to the amount of time spent in the piloting of Army aircraft, the types of aircraft to be piloted, and the types of flights to be flown.

2. Statements as to the availability of military Army aviators to pilot Army aircraft.

3. Evidence that the civilians under consideration have currently effective FAA certificates for the types of aircraft and operations involved and have passed current acceptable physical examinations.

(b) These procedures apply to cases in which it is desired to authorize civilian employees, or Department of Army contractor employees, to pilot Army aircraft, and to new appointments. In new appointments, where candidates have not been selected, (a)3 above may be omitted; however, prior to effecting the appointments, possession of currently effective FAA certificates and physical examinations will be verified.

(c) When it is necessary to replace civilian Army aircraft pilots, new requests, as described above, are not required. In these instances it is only necessary to verify that the individuals selected to replace the civilian Army aircraft pilots have currently effective FAA certificates and physical examinations.

## Section 2

### COMPETITIVE APPOINTMENTS

	<u>Paragraph</u>
Temporary limited appointments	2 - 4
Term appointments	2 - 6 (added)

#### TEMPORARY LIMITED APPOINTMENTS

2-4a(2) For discussion of use of this type of appointment by AMC laboratories for members of university and college faculties, see section 6.

2-4b(4) See chapter A-11, paragraph 1-2b(3).

#### TERM APPOINTMENTS

2-6. The use of the new type of term appointment provides an excellent opportunity for staffing of situations of special nature such as research and development projects, special projects lasting longer than a year, etc. The use of this authority is encouraged within AMC for positions at all appropriate grade levels and can be particularly effective in filling research, test, and development positions in the exempt supergrade category. Information required by Change 2, CPR A7, will be submitted to the Commanding General, AMC, ATTN: AMCPT-CR, for review. (For further discussion, see also Sec. 6, Appointment of College and University Faculty Members by AMC Laboratories.)

Section 3

NONCOMPETITIVE APPOINTMENTS

	<u>Paragraph</u>
Temporary limited appointments	3 - 4

TEMPORARY LIMITED APPOINTMENTS

3-4b(1) See chapter A-11, paragraph 1-2b(3).

Section 4

APPOINTMENTS TO POSITIONS EXCEPTED FROM THE COMPETITIVE SERVICE

	<u>Paragraph</u>
General	4 - 1
Temporary excepted appointments	4 - 5

GENERAL

4-1a. See chapter A-11, paragraph 1-2b(3).

TEMPORARY EXCEPTED APPOINTMENTS

4-5. See chapter A-11, paragraph 1-2b(3).

Section 6 (added)

APPOINTMENT OF COLLEGE AND UNIVERSITY  
FACULTY MEMBERS BY AMC LABORATORIES

6-1. Purpose. This section outlines the AMC policy with respect to temporary term or limited appointments of college and university faculty members by AMC laboratories.

6-2. Statement of policy. AMC policy recognizes the many outstanding advantages to be obtained by AMC research and development activities by closer association with the scientific and engineering elements of American colleges and universities. The span of scientific and engineering manpower requirements within the laboratories of the U.S. Army Materiel Command is very broad, and includes a majority of the scientific and engineering disciplines existing in our



colleges and universities. In addition, these laboratories are exceptionally well equipped with scientific apparatus and well supported with shops and other facilities --in many cases to a greater degree than the average college or university. Because of the mutual advantages involved, it is AMC policy to encourage employment, under established procedures, of college and university faculty members who are on "sabbatical leave" or other leave for a temporary period, to carry out research projects within the AMC laboratory as mutually agreed upon by the school administration, the faculty member, and the technical director of the laboratory concerned.

6-3. Eligibility requirements. Persons appointed under this program must be citizens of the United States. Applicants must have completed training, or possess experience, equivalent to that represented by a doctorate in science or engineering prior to appointment by the laboratory. It is also important that the candidate have demonstrated superior ability for creative research.

6-4. Publicity. AMC laboratories should take advantage of every opportunity to publicize this program, particularly in the course of monitoring Army contracts at applicable schools or in conjunction with other professional contacts which laboratory personnel may have with college faculties. Laboratories are further encouraged to publicize local programs through the use of brochures, flyers, or other written media as appropriate. In addition to providing the usual information on location, applicant qualifications, and conditions of appointment, it is especially important that these written media highlight the various areas of investigation which may be open to the applicant as well as the laboratory facilities which are available to conduct the research.

6-5. Selection of appointees. All preliminary negotiations with faculty candidates who apply under this program will be handled by the appropriate laboratory concerned. However, if it is desired to recommend designation of any candidate by the Commanding General, U.S. Army Materiel Command, as an AMC Visiting Research (or Engineering) Professor, the following data must be submitted to the Office of the Chief Scientist, Headquarters, U.S. Army Materiel Command.

- a. Brief biographical sketch of the applicant.
- b. Statement of applicant's educational and professional experience.
- c. List of selected publications.
- d. Description of applicant's area of interest and the project proposed for investigation.

e. Statement by the president (or other responsible official) of the college or university that a leave of absence for the faculty member would have approval of the institution concerned.

f. Following approval by Headquarters, AMC, final selection and notification of the applicant will be handled by the technical director of the laboratory through his servicing civilian personnel office. Tenure of appointment should be arranged to start preferably within one year after selection; however, the starting date may be adjusted to the mutual convenience of the individual, his employing institution, and the U.S. Army laboratory.

6-6. Space authorization. Normally it is expected that the appointee will be hired against an existing vacancy at the installation; however, an over-ceiling space may be authorized by Headquarters, AMC, providing it meets the criteria outlined in Commanding General's letter of 6 March 1964, subject: Policy on Over-Ceiling Hiring of Outstanding Scientific Personnel by AMC Laboratories.

6-7. Appointing authority. Two types of appointing authorities are applicable under this program.

a. Temporary limited appointments. As described in Federal Personnel Manual (FPM); chapter 316. Subchapter 4-9a permits the hiring of college faculty up to a period of one year without regard to registers of eligibles.

b. Term appointments. As described in FPM, chapter 316. Subchapter 3-1a permits the hiring of scientists and engineers where the need for services is clearly of a project nature and will extend beyond a period of 1 year but not in excess of 4 years. Requests for approval to utilize this type of appointment will be submitted to the Deputy Chief of Staff for Personnel, DA, thru the Commanding General, AMC, ATTN: AMCPT-CR, in accordance with Change 2 to DA Civilian Personnel Regulation A7.

Note. In any case where the employee has been designated as an AMC Visiting Research (or Engineering) Professor, any change in the original conditions of employment (such as termination of the appointment prior to the originally scheduled date, dropping or substantially changing the nature of the research project, etc.) must be submitted to the Office of the Chief Scientist, Headquarters, AMC, for prior approval.

## Section 7 (added)

## EMPLOYMENT OF PATENT ADVISERS

7-1. Employment of patent advisers. a. Scope. This section sets forth the policies and procedures governing the recruitment, selection, and appointment of patent advisers throughout the U.S. Army Materiel Command (AMC), and the reemployment, promotion, transfer, and reassignment of such patent advisers. These policies and procedures are supplementary to and do not supersede DA Civilian Personnel Regulations as applicable.

b. Definition. The term "patent service" refers to the furnishing of patent services and advice on patents, inventions, data, copyrights, trademarks, royalty payments, and similar matters.

c. Responsibility. Professional patent service for AMC will be furnished by personnel occupying patent attorney and patent adviser positions. The patent services provided by patent advisers will be integrated, coordinated, and supervised professionally by the AMC General Counsel. He will be responsible for achieving and maintaining, as far as practicable, uniformity in the application of patent principles within AMC.

7-2. Qualifying authority. All personnel actions involving patent advisers in the AMC complex are subject to prior approval by the AMC General Counsel. The AMC General Counsel may require a personal interview with the patent adviser affected prior to approving the proposed personnel action. A personal interview by either the AMC General Counsel or some person designated by him from the Patent Law Division will generally be required prior to approval of the initial appointment of a patent adviser to a position in the AMC complex.

7-3. Recruitment and selection. a. Office of the General Counsel. Selection and appointment of patent advisers in Headquarters, AMC, will be made by the Assistant General Counsel for Patents or his designee, subject to approval by the AMC General Counsel.

b. Field patent advisers. Subject to the approval of the AMC General Counsel, patent advisers will be selected by the chief patent counsel or counsel of the major subordinate command, installation, or activity to which assigned, as appropriate, only in those instances where the "patent service" referred to in paragraph 7-1.b is an assigned function of the chief counsel or patent counsel. In all other instances selection will be by the commander or his designee of the command or installation involved, subject to approval by the AMC General Counsel.

c. The AMC General Counsel. The AMC General Counsel will be advised promptly through channels of any vacancy in the position of patent adviser in major subordinate commands, installations, and activities. Assistance will be given by the AMC General Counsel in recruiting for such positions and in evaluating applicants.

7-4. Prior approval requirements. a. Employment or promotion. The appointing officer requesting approval of the employment or promotion of an AMC patent adviser will submit a written evaluation by the patent counsel of the professional qualifications of the candidate. This evaluation will be concurred in by the chief counsel or counsel of the command, installation, or activity (or, if appropriate, by the commander or his designee). In the case of promotion, this evaluation should set forth the basis for the proposed promotion. In either case, the nomination request should include a copy of Standard Form 57 for the nominee and a copy of the job description for the proposed assignment.

b. Nomination. In the case of nomination to fill positions in grades GS-13 and above, evidence must be submitted to show that the availability of these positions has been made known to all AMC offices, and that consideration has been given to all applications received from patent advisers in those offices.



## CHAPTER A7

## Section 8 (Added)

## YOUTH OPPORTUNITY CAMPAIGN

	<u>Paragraph</u>
Purpose -----	7-1
Policy -----	7-2
General -----	7-3

7-1. Purpose. The purpose of this chapter is to recognize the social ills that result from the idleness of youth and set forth the U.S. Army Materiel Command (AMC) policy with regard to Youth Opportunity Programs.

7-2. Policy. Full use will be made of all resources and appointing authorities in support of programs designed to provide employment, work experience, and skills development for the youth of our country.

7-3. General. It is essential that Youth Opportunity Programs incorporate the following elements to assure the greatest measure of success:

a. Cooperate with and enlist the support of local organizations to assure that these employment opportunities are made known and available to those who need them most because of their economic and educational disadvantages.

b. Display an attitude and create an atmosphere of helpfulness toward the youths so that they will be encouraged to make the most of the opportunity.

c. Conduct initial and followup orientation sessions covering local, command, and Army organization and missions.

d. Provide such additional information that will make assignments meaningful and enable individual to see a useful product resulting from his efforts.

e. Explain the various occupational fields and opportunities in such a manner as to stimulate and motivate toward further development and careers in the Federal service.

f. Carefully appraise performance and progress and furnish necessary counsel and guidance. Emphasis should be placed on the effect that this year's performance will have on subsequent employment opportunities.

AMCR 690-3, C45

g. As necessary, take appropriate action to assure that suitable housing and facilities are available for those who need them.

h. Arrange for a critique of the program from the youths as well as their supervisors so that further improvements can be made in subsequent years.

i. Follow through the next year on the reemployment of those students who have demonstrated satisfactory performance.

j. Maintain appropriate records as required by the Department of Army and the United States Civil Service Commission including information about the performance of each employee for future employment consideration.

## CHAPTER A8

## EMPLOYMENT OF ATTORNEYS

	Section
General provisions	1
Standards and requirements	2

## Section 1

## GENERAL PROVISIONS

	<u>Paragraphs</u>
Scope and basic provisions	1-1
Qualifying authority	1-2
Recruitment and selection	1-3
Performance appraisal of attorneys	1-5

## SCOPE AND BASIC PROVISIONS

## Scope

1-1.a.(1) This chapter sets forth the special policies and procedures governing the recruitment, selection, and appointment of attorneys to perform business and commercial law functions throughout the U.S. Army Materiel Command (AMC), and the reemployment, promotion, transfer, and reassignment of such attorneys. These policies and procedures are supplementary to, and do not supersede, DA CFR A8, Employment of Attorneys, and other DA Civilian Personnel Regulations, as applicable.

(2) Definition. The term "legal services" refers to the furnishing of legal services and advice in the field of business and commercial law relating to the acquisition, custody, management, transportation, taxation, and disposal of real and personal property; the procurement of services; research and development; patents, inventions, trademarks, royalty payments, and similar matters; claims, litigation, and appeals arising from contracts; and budgetary appropriations, accounting, auditing, and related fiscal matters.

(3) Responsibility. Legal services for AMC shall be provided only by personnel occupying attorney positions. The legal services provided by attorneys of AMC shall be integrated, coordinated, and supervised professionally by the AMC General Counsel. He shall be responsible for achieving and maintaining, so far as practicable, uniformity in the application of legal principles within AMC.



1-1.b.(4) Organization of AMC legal system. The AMC General Counsel is the head of the legal system for AMC, including direct supervision of the Office of the General Counsel, Headquarters, AMC. Chief counsels are the heads of legal offices in the major subordinate commands, and in installations and activities reporting directly to Headquarters, AMC. Counsels are the heads of legal offices of other installations and activities. The head of a legal office shall be counsel for the field activity and shall be responsible to the commander subject to the professional evaluation of the General Counsel. Each head of a legal office is the legal adviser to the command and will not be placed organizationally within a subordinate unit or denied direct access to the head of the activity.

#### QUALIFYING AUTHORITY

1-2.c.(1) The AMC Legal Personnel Committee shall consist of the AMC General Counsel, who shall act as Chairman, and two attorneys appointed by the General Counsel, one of whom shall be an Assistant General Counsel. Work on this committee shall be performed in addition to regularly assigned duties. Alternate members may be appointed by the General Counsel to serve in the absence of regular members.

(2) All personnel actions involving attorneys in AMC are subject to prior approval of the Chairman, AMC Legal Personnel Committee.

(3) The AMC Legal Personnel Committee may require a personal interview with the attorney effected prior to approving any proposed personnel action. As a matter of policy, a personal interview, by either a member of the committee or some person designated by it, will generally be required prior to the approval of the initial appointment of an attorney to a position in the AMC legal system.

#### RECRUITMENT AND SELECTION

1-3.c. The General Counsel. The General Counsel of AMC shall be selected and appointed by the Commanding General, AMC.

d. Office of the General Counsel. Selection and appointment to positions of Assistant General Counsel in AMC shall be made by the General Counsel subject to prior approval by the Commanding General, AMC. Selection and appointment of all other attorneys to attorney positions in Headquarters, AMC, shall be made by the General Counsel.

e. Chief counsels and counsels of major subordinate commands, installations, and activities.

(1) Chief counsels of major subordinate commands and of installations and activities reporting directly to Headquarters, AMC, will be appointed by the commanders concerned, after consultation with the AMC General Counsel and receipt of written approval of the action by the Chairman of the AMC Legal Personnel Committee. Counsels of other installations and activities will be appointed by the commanders concerned, after consultation, through channels, with the General Counsel and receipt of written approval of the action by the Chairman of the AMC Legal Personnel Committee.

(2) The General Counsel will be advised promptly, through channels, of any vacancy in the positions of chief counsel or counsel in major subordinate commands, installations, and activities. Assistance will be given by the General Counsel in recruiting for such positions and in evaluating applicants.

f. Field attorneys. Attorneys other than those specified in e above shall be selected by the chief counsel or counsel of the major subordinate command, installation, or activity to which assigned, as appropriate, subject to the approval required by e above.

PERFORMANCE APPRAISALS OF ATTORNEYS

1-5.a. CPR P-4, Performance Appraisal, applies to performance appraisals of attorneys in AMC.

b. An additional requirement concerning chief counsels and counsels in AMC is a professional evaluation which shall be attached to the performance appraisal.

(1) For chief counsels, the professional evaluation will be forwarded by the General Counsel to the commander of the command, installation, or activity on his request.

(2) For counsels, the professional evaluation will be furnished by the appropriate chief counsel to the commander of the installation or activity on his request.

Section 2

STANDARDS AND REQUIREMENTS

Paragraphs

Prior approval requirements	2-3
Securing prior approval of qualifying authority	2-4

PRIOR APPROVAL REQUIREMENTS

2-3.a.(4) For promotions of AMC attorneys, except the promotion of chief counsels or counsels of major subordinate commands, the appointing officer requesting approval of the promotion will submit a written evaluation by the chief counsel or counsel of the appropriate command installation, or activity, of the professional qualifications of the attorney, setting forth the basis for the nomination of the individual recommended.

2-3.c. The qualifying authority will require, in the case of nominations to fill positions in grades GS-13, GS-14, and GS-15, evidence that the availability of these positions has been made known to all AMC offices, and that consideration has been given to all applications received from attorneys in those offices.

SECURING PRIOR APPROVAL OF QUALIFYING AUTHORITY

2-4.a.(1) The letter requesting authority to employ the attorney will include or attach a written evaluation by the chief counsel or counsel of the professional qualifications of the candidate.

## CHAPTER A9

### EMPLOYMENT OF EXPERTS AND CONSULTANTS

	<u>Section</u>
General provisions	1
Employment under Act of 2 August 1946	3
Appendix I. Report of Consultants and Experts (Reports Control Symbol AMCPT-107)	

#### Section 1

##### GENERAL PROVISIONS

	<u>Paragraph</u>
Rate of compensation	1-5

##### Determination of Amount

1-5.b. (Added) As a minimum, the following information will be submitted to support a request to the Director of Personnel and Training, Headquarters, AMC, for approval of a GS-16, -17, or -18 salary rate for an expert or consultant performing professional duties of the type normally included in non-quota scientific positions:

- (1) Name of consultant or expert.
- (2) Date of birth.
- (3) Brief description of duties to be performed.
- (4) Brief description of prospective employee's qualifications.

(5) Justification for proposed salary rate, in detail, including the prospective employee's private industry salary; his usual private industry fee for expert or consultative services, if applicable, and any other information that would assist in justifying the proposed salary rate. Such requests should be marked for the attention of AMCPT-CR.

#### Section 3

##### EMPLOYMENT UNDER ACT OF 2 AUGUST 1946

	<u>Paragraph</u>
Other records to be maintained	3-6

##### Consolidated Data on Use of Experts and Consultants

3-6.b. (Added) To respond to requests from the Assistant Secretary of Defense (Manpower), reports will be due semiannually to reach the

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Commanding General, AMC, ATTN: AMCPT-CR, on or before 20 January and 20 July in accordance with the format in appendix I (Reports Control Symbol AMCPT-107). The report for 31 December will cover the period 1 July to 31 December of the fiscal year. The 30 June report will cover the entire fiscal year from 1 July to 30 June. Reports should include pertinent data on each consultant or expert hired and/or terminated during the reporting period. If terminated during the reporting period, the date of termination should be shown. Also, if change in rate of compensation has occurred, the date and new rate should be shown.

Standard Forms 50 (Notification of Personnel Action) for experts and consultants and copies of descriptions of duties they will perform will be forwarded to the Commanding General, AMC, ATTN: AMCPT-CR.

# APPENDIX I

## REPORT OF CONSULTANTS AND EXPERTS (Reports Control Symbol AMCPT-107)

Installation: Period Ending: 30 June 1965  
Date:

Name (a)	Date of Appt. as Shown on SF 50 (b)	Expert Consultant Expert (WOC) Consultant (WOC) (c)	Rate of Compensation (d)	Authority Under Which Employed (e)	Type of Proj. Brief Resume of Duties Performed (f)	No. of Days Auth. (g)	No. of Days on Duty This Rep. Period (h)	Cumulative Total of Days on Duty in Current FY (i)
John Brooks	7-1-64 8-1-64	Consultant	\$50 \$60	Act 2 Aug. 1946 (60 Stat 810)	Give short description of duties or attach statement	130	40	45
Earl White	7-1-64	Consultant	\$50	"		90	20	20
Charles Young	9-20-64 Term. 31 Dec. 1964	Expert	\$40	"		20	0	8
James Poe	2-3-65	Consultant	\$75	"		130	0	0
William Ellis	7-1-64	Consultant	\$60	"		40	1	1

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CHAPTER A11

EMPLOYMENT OF ANNUITANTS

General provisions	<u>Section</u> 1
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Section 1

GENERAL PROVISIONS

	<u>Paragraph</u>
Eligibility for employment	1-2
Employment status	1-6

ELIGIBILITY FOR EMPLOYMENT

Annuitants Age 70 or older

1-2b(3) Requests for prior approval to employ or extend appointments of annuitants age 70 or over must reach Headquarters, AMC, at least 45 days prior to the desired effective date. Each justification will include, in addition to the requirements indicated in paragraph 1-2b, the following:

(a) What specific effort has been made locally to use training as a means of producing a qualified candidate for the position in question.

(b) What use of training of a replacement is contemplated prior to the expiration date of the annuitant's employment if the current request is approved by the Department of the Army.

EMPLOYMENT STATUS

Annuity Continued

1-6b(3) Reference is CPR Pl.2-5 rather than CPR Pl.2-4.





CHAPTER C4

CONVERSIONS

	<u>Section</u>
Conversion based on inclusion of position in the Competitive Service	2

Section 2

DETERMINING BASIC ELIGIBILITY

	<u>Paragraph</u>
Basic eligibility	2-1

FORM AND CONTENT OF LETTER REQUESTS FOR DECISION

2-1.c.(Added) Letter requests for decision of the central office of the Civil Service Commission requesting that the incumbents of certain positions that were brought into the competitive service may be given career or career-conditional appointments will be transmitted to the commanding General, AMC, ATTN: AMCPT-CR, in five copies, and will include the following information:

(1) Copies of appropriate pages of contracts for those positions that are to be converted:

- (a) Date of original contract.
- (b) Date latest contract was executed and date it terminates.
- (c) Statement of work being performed under the contract.
- (d) Citation of U.S. Code under which the current contract was negotiated and awarded.

(2) Affidavit signed by officer in charge, or other responsible official, to the effect that the functions to be converted are continuing Federal functions.

(3) Names of the employees assigned to the positions to be converted, with their contractor position titles and pay rates, and length of service with the contractors on these functions. (Only contractor employees with 6 months or more service are eligible for conversion.)

(4) A list of the Civil Service positions to be established, with their series and grades. (It is preferred that information in (3) above and in this paragraph be combined. If this information is combined, it is recognized that conversions will require meeting Civil Service Commission

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qualification requirements and that conversions, as initially planned, are only estimates and changes probably will occur.)

(5) Proposed date of takeover of contract functions.

(6) A statement to be completed as follows:

"The contract was negotiated under authority of U.S. Code \_\_\_\_\_ and has been in effect since \_\_\_\_\_, and will expire on \_\_\_\_\_."

(7) A statement outlining the effect this conversion will have on the contractor, i.e., put him out of business, reduce his scope of operations, etc.

(8) Job sheets for the new Civil Service positions, if available; otherwise, general statements as to the work to be performed by the various groups of employees.

CHAPTER CP1

CAREER MANAGEMENT--BASIC POLICIES AND REQUIREMENTS

	<u>Section</u>
General provisions	1
Appraisal and counseling	3
Registration, referral, and selection	4

Section 1

GENERAL PROVISIONS

	<u>Paragraph</u>
Objectives	1-2 (Added)
Authorities and responsibilities	1-4 (Added)

1-2 Objectives. (Added) A third objective is to increase the number of college graduates at both the baccalaureate and advanced degree level in all technical positions, GS-5 and above, with increased emphasis on degrees at GS-12 level and above. A corollary objective is to provide continuing opportunity and encouragement, with the most liberal interpretations of existing applicable policies, to motivate employees to complete their requirements at the undergraduate and graduate levels as required for the performance of their present or anticipated duties. Operating officials are required to make every effort to create an atmosphere conducive for employees to develop professionally.

1-4.f. (Added)

(1) The Director of Personnel and Training, Headquarters, AMC, is responsible to the Commanding General, U.S. Army Materiel Command (AMC), for the overall implementation and administration of the Department of the Army Civilian Career Management Program throughout the command.

(2) The Chief, Civilian Personnel Division, Directorate of Personnel and Training, Headquarters, AMC, will:

(a) Provide technical guidance and staff assistance regarding the Department of the Army Civilian Career Management Program to the Commanding General, AMC, and his staff, and provide staff assistance to major subordinate commands, and installations and activities reporting directly to Headquarters, AMC.

(b) Formulate and maintain AMC Civilian Career Management Program policies and programs and supervise the implementation of Army-wide and AMC-wide Civilian Career Field Programs throughout AMC.

(c) Establish civilian career management committees for each Civilian Career Field Program to insure functional awareness, involvement, and support of plans for recruitment, appraisal, counseling, and planned progression in appropriate occupational areas.

(d) Supervise the maintenance of central qualification inventory files and administer command-wide referral and placement activities.

(e) Evaluate the effectiveness of the AMC Civilian Career Management Program throughout the command.

1-4.i. (Added) A civilian career management committee will be established for each Army-wide and command-wide Civilian Career Field Program. Within the framework of the AMC Civilian Career Management Program, each civilian career management committee will provide technical guidance and support in the development and maintenance of a high-quality and effective work force as follows:

(1) Review training needs for input personnel and plans for their recruitment and placement within subordinate commands and activities

(2) Provide the command review of annual employee performance and career appraisals.

(3) Provide qualified personnel to serve on ad hoc committees for the development of lists of best-qualified personnel for referral action at mandatory referral levels.

(4) Review and support the need for spaces and funds as required for input and long-term training.

(5) Provide advice and guidance to improve the quality and effectiveness of the career program.

1-4.j. (Added) Each Civilian Career Management Committee will consist of appropriate managers and senior functional area personnel including the Command Civilian Personnel Office or his designee. Meetings will be held semiannually, as a minimum, with a planned agenda. The chairman of the committee will normally be the director of the functional area having the largest population of civilian employees covered by the Civilian Career Field Program. In view of the functional dispersal of the registrants in each Civilian Career Field Program and the need to provide adequate representation, the Civilian Career Management Committee will serve as, and carry out the responsibilities of, the Command Civilian Career Field Program Coordinator.

### Section 3

#### APPRAISAL AND COUNSELING

##### Paragraph

Recording appraisal data

3-5.b. (Added)

3-5.b. (Added) Progress in meeting targets of the plan for continuing education (para 4-7.h.(5) below) will be reported and analyzed in part B1a, section II, DA Form 2302-4 (Employee Performance and Career Appraisal) on all subsequent appraisals.

### Section 4

#### REGISTRATION, REFERRAL, AND SELECTION

##### Paragraph

Mandatory referral

4-2.a.(5) (Added)

Registrations and changes

4-4.c. (Added)

Selecting candidates

4-7. (Added)

AMC Talent Bank

4-9.

4-2.a.(5) (Added) Mandatory referral procedures and exceptions thereto will also apply to AMC GS-14 and -15 vacancies not presently covered by established career programs. All selections to AMC positions are subject to prior review and approval by Headquarters, AMC.

(a) For all GS-14 and -15 vacancies to which it is desired to apply the exceptions listed in CPR CP1. 4-2.b.(1), (2), (3), (4), and (6), the DA Form 2302 (Qualification Record-Civilian Personnel) and a current copy of DA Form 2302-4, where applicable, will be forwarded to the Commanding General, AMC, ATTN: AMCPT-CP, together with the data required for tables of distribution and allowances (TDA) review of the vacancies.

(b) All other GS-14 and -15 vacancies will be subject to the development of referral listings as outlined in CPR-CP1. For this purpose, the provisions of paragraphs 4-7.h., and 4-9.e.(4)(a) in this chapter will apply. Requests will be forwarded to the Commanding General, AMC, ATTN: AMCPT-CM.

#### REGISTRATIONS AND CHANGES

4.4.c. (Added) Controls will be established to assure that completion of each phase of the plan of continuing education for selected nondegree employees (para 4-7.h.(5)) is recorded in the official personnel folder and reported on DA Form 2302.

SELECTING CANDIDATES

4-7. (Added) Consistent with the provisions of FPM 338-15, it is AMC policy that, in making selections for internal placement from among those identified as best qualified on the referral listing, the selecting official will give significant weight to related education, as evidenced by possession of a baccalaureate degree when filling GS-14 positions and the possession of an advanced degree when filling GS-15 positions, even though the qualifications are above the minimum required by the U.S. Civil Service Commission (USCSC) for that position.

4-7.h. (Added) The following procedure will be followed in AMC reviews of candidates programed for selection to GS-14 and -15 vacancies.

(1) For all vacancies in project management offices, completed DA Forms 2302-2 and attached records of listed candidates with summary justification of the proposed selection will be reforwarded to the Commanding General, AMC, ATTN: AMCPT-CM, for prior review and approval at the Command Group level.

(2) For all other vacancies including those in positions not presently covered by established career programs:

(a) Selection of candidates listed in DA Form 2302-2 who have appropriate educational qualities, as evidenced by possession of a baccalaureate degree, do not require further review and approval at Headquarters, AMC, level.

(b) Proposed selection of candidates listed on DA Form 2302-2 who do not fall in the categories described in (a) above will require prior review and approval of Headquarters, AMC. In such instances, the applicable DA Form 2302-2, SF 57 (Application for Federal Employment) and AMC Form 1320 (Career Program Referral Listing), and/or DA Form 2302-5 (Career Employee Record) for all best qualified candidates, together with appropriate justification for the selection, will be forwarded to the Commanding General, AMC, ATTN: AMCPT-CM.

(3) Exceptions to the education requirements stated above will be granted in applicable cases of reduction in force, demotion to lower grade through no fault of the employee, reemployment from employment priority list evidence of singularly outstanding recognition as indicated by outstanding performance ratings and other high level recognition awards, licenses and registration, publications, and similar standards.

(4) Exceptions will also be made in those cases where a management employee plan for continuing education has been developed. Managers should identify their high-potential employees and encourage their participation in achieving a higher level of educational accomplishment. This plan should include enrollment in educational courses either off-duty or on-duty that will contribute to the professional growth of the employee with respect to his present position and future potential. Since advancing technology, both in the scientific and management areas, requires an ever

increasing awareness of modern concepts and approaches, this plan should reflect as an objective, the development of well-educated, currently informed employees who can meet the challenge of ever changing sophisticated systems. Although applicable regulations preclude the selection and assignment of employees for training through non-Government facilities for the sole purpose of providing the employee with an opportunity to obtain an academic degree, as stated by the USCSC in FPM 410.5-2b(2), this prohibition should not be construed as limiting the authority of commanders to assign employees to training, when the training is for the purpose of developing skills, abilities, and knowledge that relate to their present and future career assignments. It is the policy of AMC to use this authority for training in non-Government facilities to the maximum possible extent. If in the accomplishment of such training an employee does receive an academic degree, this is considered as merely an incidental by-product of the required training.

(5) The fulfillment of the plan described in (4) above is a joint responsibility of management and the employee, directed to increasing the educational level of the work force to better enable employees to meet the dynamic changes of modern technology. It is imperative, therefore, that managers continually assess the efforts of employees to insure steady progress is being made toward the desired objective of the plan. This assessment will include periodic counseling and analysis, which will be documented in the official personnel folder of employees. As a minimum, this documentation will consist of the annual submission of an updated SF 58 (Supplemental Experience and Qualification Statement) reflecting the completion of courses included in the plan. In addition, appropriate documentation will be recorded during the appraisal process, pursuant to paragraph 3-5.b. Such documentation will provide management with a better knowledge of the advancement of the work force and contribute to an assessment of the future potential of the employee.



THE AMC TALENT BANK

	<u>Subparagraph</u>
Purpose and scope.	4-9.a
Applicable forms and regulations	4-9.b
Content and coverage	4-9.c
Responsibilities	4-9.d
Utilization	4-9.e
Maintenance	4-9.f
Retention of records.	4-9.g
References	4-9.h

4-9.a. Purpose and scope. (1) The AMC Talent Bank is established to provide a central inventory of civilian personnel skills in specified areas of particular importance to command mission accomplishment. Submission of required data is mandatory. Data contained in the AMC Talent Bank will be used in support of work force analyses and functional studies applicable to the maintenance and improvement of the civilian administrative, managerial, professional, scientific, technical, and engineering work force in the AMC complex. Utilization of the data will include, but not be limited to:

- Work Force Resource Studies.
- Skills Inventory Analyses.
- Retirement Patterns and Projections.
- Educational Level Studies.
- Performance and Capability Studies.
- Training and Development Requirements.
- Recruitment Planning.
- Program Evaluation.

(2) The AMC Talent Bank serves additionally as the Qualification Inventory File for data required by CPR CP1 to be maintained at the command level. As such, the AMC Talent Bank will provide a central source for career referral program support.

(3) This portion of the regulation defines operational concepts and command relationships for administering and utilizing the AMC Talent Bank. These instructions apply to all elements in the AMC complex.

4.9.b. Applicable forms and regulations. (1) DA Form 2302 (Qualification Record-Civilian Personnel) (CPR CP1).

(2) DA Form 2302-2 (Request for Referral List) (CPR CP1).

(3) DA Form 2302-4 (Employee Performance and Career Appraisal) (CPR CP1).

(4) AMCPT Form 34 (Distribution of Career Program Personnel) (for use within Headquarters, AMC, only).

(5) AMC Form 1320 (Career Program Referral Listing) (AMCR 18-1).

(6) AMC Form 1276 (Career Program Referral Listings Request) (fig 1).

(7) AMC Form 1449 (Required Career Program Training) (fig 2). (This reporting requirement has been determined exempt from reports control by the AMC Reports Control Officer under the provisions of para 39g, AR 335-15.) (To be completed by careerists in program requiring training.)

4-9.c. Content and coverage. (1) Data on the following employees will be maintained in the AMC Talent Bank:

(a) All AMC employees in the classified service, GS-5 and above, occupying positions other than clerical and secretarial.

(b) AMC Wage Board employees eligible for inclusion in any of the Army Civilian Career Programs.

(c) All Army employees in grade GS-13 and above, who are eligible for enrollment in the Army Civilian Career Program for Engineers and Scientists and are registered with the Commanding General, AMC, in accordance with CPR 950-18, Army Civilian Career Program for Engineers and Scientists.

(d) All Army employees in grade GS-7 and above who apply and are accepted for referral consideration in accordance with CPR CP2, Army Civilian Career System for Staffing Project Management Offices.

(e) All oversea employees in grade GS-5 and above who make application for referral consideration under CPR CP1.4.-2.

(2) The AMC Talent Bank will contain:

(a) For each employee covered: all information provided for on DA Form 2302.

(b) For each AMC career program registrant: courses completed as required by the appropriate career field or program and documented on AMC Form 1449.

(c) For each career program registrant eligible for career referral to vacancies at mandatory levels: selected information from DA Form 2302-4, as indicated in AMCR 18-1. Mandatory levels are indicated below:

<u>Career field</u>	<u>AMC employees</u>	<u>Other Army employees</u>
Project Management	GS-7 and above	GS-7 and above.
Civilian Personnel Adm.	GS-9 " "	
Comptroller	GS-11 " "	
Safety	GS-9 " "	
Supply	GS-11 " "	
Procurement	GS-11 " "	
Quality Control	GS-11 " "	
Education and Training	GS-9 " "	
Equipment Specialist	GS-11 " "	
Engineering and Scientist	GS-11 " "	GS-13 and above.
Intelligence	GS-9 " "	
Attorney	GS-7 " "	
Librarian	GS-7 " "	

4-9. d. Responsibilities. Functional and employee responsibilities are listed below and in CPR CP1. More specific procedural responsibilities are outlined in AMCR 18-1.

(1) The Chief, Civilian Personnel Division, Directorate of Personnel and Training, AMC, is responsible for overall direction and administration of the AMC Talent Bank including content, coverage, and utilization.

(2) Each servicing civilian personnel officer is responsible for the accuracy of required data on serviced employees, including non-AMC employees indicated in paragraph 4-9.c.(1)(c) and(d), and for the submission of such data to the appropriate servicing machine records activity. This responsibility for submission of required data on all covered employees applies whether or not the employees submit DA Forms 2302.

(3) The Chief, Career Management and Development Branch, Civilian Personnel Division, Directorate of Personnel and Training, AMC, is responsible for reviewing and forwarding data, and changes thereto, for all other career program-eligible non-AMC employees to the Chief, AMC Data Center, ATTN: AMCMS-D, for key punching and inclusion of the data in the AMC Talent Bank.

(4) The Chief, AMC Data Center, Headquarters, AMC; and the heads of servicing machine records activities are responsible for the functions described in AMCR 18-1.

(5) Supervisors at all levels are responsible for advising and assisting applicable employees to register in the AMC Talent Bank. They will also inform employees of the need for accuracy and timeliness in submitting changes to the AMC Talent Bank.

(6) All covered AMC employees are responsible for completing DA Forms 2302. Instructions for completing DA Form 2302, and changes thereto, are described in CPR CP1. For the current position only, the State and/or country, command, and installation code, as listed in AMCR 18-1, will be typed above the alphabetical description of the "Duty Station" on DA Form 2302.

4-9.e. Utilization. (1) The AMC Talent Bank will be used primarily in support of command-wide civilian personnel administration and management. Priority will be given to work force composition and skills studies; career management studies; education, training, and development requirements; retirement and recruitment studies; development of listings for referral and other purposes; and similar needs of the Command Civilian Personnel Program. Data will be made available for management studies, such as the evaluation of functional and organizational effectiveness, for work force support capability analyses, and for manpower studies prior to base closures, reorganizations, etc.

(2) Requests for talent bank data will be made, in writing, to the Commanding General, AMC, ATTN: AMCPT-CM. Such requests must be specific as to purpose and urgency, the data needed, and the date required. A sample of the format desired will also be submitted.

(3) Priorities for requests for talent bank data will be established by the Chief, Civilian Personnel Division, Directorate of Personnel and Training, AMC. Every effort will be made to standardize requirements so that programing effort is held to an absolute minimum.

(4) Listed below are types of machine data that are supplied on a recurring basis:

(a) Career Program Referral Listings Requests (AMC Forms) will be submitted by the servicing civilian personnel office, through channels, in duplicate, to the Commanding General, AMC, ATTN: AMCPT-CM. Except for levels and skills specifically delegated in this regulation to major subordinate commands and installations, AMC Form 1276 (for vacancies at the mandatory referral levels) will be submitted with DA Form 2302-2 and a copy of the job description. For vacancies at mandatory referral levels specifically delegated in this regulation, courtesy screenings, command-wide or subordinate-command-wide, as requested and applicable, will be provided. Other courtesy screenings will be provided subject to availability of machine time.

(b) Alphabetical Locator Listings, by command and installation, by servicing civilian personnel office, and/or by series, grade, and experience code of present position. These listings include additional information, such as educational level, year of birth, and service computation date, and are provided automatically on an annual basis to applicable staff and servicing civilian personnel offices.

(c) Age and length of service numerical data by grade, series, career field and/or organization.

(d) Education level data by function, career field, series and grade, age, and length of service.

4-9.f. Maintenance. (1) Required data will be maintained on a current basis in the AMC Talent Bank. All changes in the status of an employee and all changes in other required data concerning that employee, will be submitted promptly to the servicing machine records activity. All required data on new enrollments, changes in series and grades, and terminations will be forwarded by each servicing civilian personnel office to the servicing machine records activity not later than 30 days after the effective date.

action has been accomplished. For an employee leaving AMC employment, DA Form 2302 will be accomplished by the servicing civilian personnel office and forwarded to the servicing machine records activity so employee's records may be removed to the inactive portion of the AMC Talent Bank.

(2) By-products of the updating cycle of the AMC Talent Bank from data submitted to the AMC Data Center are of three types:

(a) Update listing. This listing is a record of the type of transactions that were processed against the master file. These listings will be forwarded to the machine records activity for verification and resubmission of transaction cards, where required.

(b) Error listing. This listing indicates the errors detected in the cards submitted. All errors must be corrected and necessary information resubmitted to the servicing machine records activity.

(c) Initial AMC Form 1320. This is the proof-copy of the registrant's record as it appears in the master file. Errors found on this form should be marked in red and forwarded to the servicing machine records activity. Minor errors of typing, or omission in the description of work, or in the additional factors of the performance appraisal will not require correction.

(3) AMC Form 1320 will be provided annually to each employee represented in the AMC Talent Bank through the servicing civilian personnel office. This printout will be carefully reviewed by each employee for errors or changes and for the inclusion of data previously overlooked. Procedures for submitting notices of change on DA Form 2302 by all AMC Talent Bank registrants will be the same as those listed in CPR CP1 for career program registrants. Each employee should especially and carefully review those items having great import for his career advancement. Such items are mobility, experience codes, present series and grade, additional training and accomplishments, awards received, and current required data from DA Form 2302-4. Minor errors of typing or omission in the description of work or in the additional factors of the performance appraisal will not require correction.

(4) At the end of each fiscal quarter, each civilian personnel officer will forward to the Commanding General, AMC, ATTN: AMCPT-CM, an alphabetical listing, and social security numbers of additional employees who are qualified for, and interested in, registering for the Project Management Career System under the provisions of CPR CP2.3. Such applicants must already be fully registered in the AMC Talent Bank.

Registration should include applicable data from the current Employee Performance and Career Appraisal form.

(5) An alphabetical list of serviced employees will be forwarded annually by the AMC Data Center (AMCMS-D) to the servicing civilian personnel office. This list will contain, as a minimum, the following information for each employee:

- (a) Name and social security number.
- (b) Series and grade.
- (c) Experience code of present position.
- (d) Year of birth.
- (e) Service computation date.
- (f) Project management registration status.
- (g) Date of last career appraisal.

The servicing civilian personnel office (CPO) will review the list for completeness and accuracy. Employees no longer serviced by the CPO will be red-lined and the names of employees not listed will be inserted in red pencil. Within 45 days after receipt of the list, the servicing civilian personnel office will forward all necessary DA Forms 2302, and changes thereto, and AMC Forms 1449 to the servicing machine records activity. The annotated list, together with a certification that all changes have been reported to the servicing machine records activity, will then be forwarded to the Commanding General, AMC, ATTN: AMCPT-CM.

(6) Employees should be continuously apprised of the importance of the data contained in the talent bank. Special effort will be given to insuring that employees understand experience codes as an area of consideration for promotion actions reflected in such experience codes.

Indication of availability for referral to a given State will be erased from the AMC Talent Bank upon the third non-reply, or failure to reply to, a referral inquiry for a given State or country. Reinstatement of availability can be accomplished by submitting a changed DA Form 2302.

4-9.g. Retention of records. Data on separated employees will be retained in an inactive portion of the AMC Talent Bank for a minimum period of 2 years.

4-9.h. References. (1) AMC Board Project AMCB-2-62,  
29 November 1963.<sup>1</sup>

(2) CPR CP1, Career Management, Basic Policies and Requirements.

(3) AMCR 18-1, AMC Information and Data Systems--Talent Bank.

(4) AMCR 18-8, AMC Information and Data Systems--Automatic Data Processing (ADP) Services.

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<sup>1</sup>This publication has been furnished AMC elements concerned; additional copies are not available for resupply.



CAREER PROGRAM REFERRAL LISTINGS REQUEST (AMCR 690-3)																		LOCAL REQ. NO.		DATE						
THRU: Commanding General U. S. Army Materiel Command Attn: AMCPT-CM Washington, D. C. 20315										TO: AMC DATA CENTER								FROM:								
REQUESTED GRADE			YRS EXP		1ST EXPERIENCE CODE						2ND EXPERIENCE CODE						3RD EXPERIENCE CODE									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25		
4TH EXPERIENCE CODE					1ST NOMINEE'S SOCIAL SECURITY NUMBER										2ND NOMINEE'S SOCIAL SECURITY NUMBER											
26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50		
STATE OR COUNTRY		WAGE BOARD EQUIVALENT			OCC. SERIES				PM'S QUAL. CODE			SON CODE				EO CODE		EOL COMMAND		RESERVED						
51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75		
REQUEST NO. (Julian date plus two numbers)					NO. OF A-I VACANCIES				SIGNATURE (CPO Specialist)																	
76	77	78	79	80																						
<p align="center"><b>SPECIAL INSTRUCTIONS</b></p> <p>Appendix A, CPR CP I is supplemented for use with this form as follows:</p> <ol style="list-style-type: none"> <li>1. Blocks 5-11, 12-18, 19-25, and 26-32. To assure adequate listings, furnish four experience codes which best represent experience requirements for vacancy.</li> <li>2. Blocks 33-41, and 42-50. SSN's may be furnished for two nominees.</li> <li>3. Blocks 56-59. Enter the occupational code of the vacant position.</li> <li>4. Blocks 53-55, and 60-80. To be completed at Hq, AMC.</li> </ol>																										

AMC FORM 1276  
10 JUN 66

Figure 1. AMC FORM 1276 (CAREER PROGRAM REFERRAL LISTINGS REQUEST)

REQUIRED CAREER PROGRAM TRAINING (AMCR 690-3)					
1. DATE OF RECORD		2. SOC SEC NO. (9)		3. NAME (Last, First, Middle Initial)	
5. CAREER PROGRAM CODE (2)		6. STATE, COMMAND & INSTALLATION CODE (AMCR 1B-1)		7. CIVILIAN PERSONNEL OFFICER	
4. (RESERVED)					
CPR CP 2 PROJECT MANAGEMENT SYSTEM			CPR CP 12 SAFETY (Cont'd)		
0001	INTRODUCTION TO BASIC SUPERVISION		0087	PHASE III - 69 CREDIT HOURS	
0002	BASIC SUPERVISION		0088	INTRODUCTORY SAFETY - AMC SAFETY SCH.	
0003	WORK SIMPLIFICATION		0089	MOTOR VEHICLE SAFETY - AMC SAFETY SCH.	
0004	WORK PLANNING & CONTROL SEMINAR		0090	INDUSTRIAL SAFETY - AMC SAFETY SCH.	
0005	MIDDLE MANAGEMENT SEMINAR		0091	MUNITIONS SAFETY - AMC SAFETY SCH.	
0006	CONFERENCE LEADERSHIP		0092	GUIDED MISSILE AND ROCKET SAFETY AMC SAFETY SCH.	
0007	EMERGENCY MANAGEMENT OF THE NATIONAL ECONOMY		0093	INSTALLATIONS SAFETY MANAGEMENT AMC SAFETY SCH.	
0008	PERSONNEL MANAGEMENT FOR EXECUTIVES		0094	APPLIED SAFETY IN INDUSTRIAL HEALTH AND HYGIENE - AMC SAFETY SCH.	
0009	TOP MANAGEMENT SEMINAR		0095	NUCLEAR WEAPONS SAFETY AMC SAFETY SCH.	
0010	BASIC ORIENTATION OF PROJECT MANAGEMENT		0096	ELEMENTS OF DESCRIPTIVE AND PREDICTIVE STATISTICS AT AMC INSTL. OR ACTV'S.	
0011	WEAPON (OR EQUIP) SYSTEM ORIENTATION		CPR 950.13 SUPPLY MANAGEMENT		
0012	QUALITY MANAGEMENT COURSE		0150	EFFECTIVE ARMY WRITING	
0013	TECHNIQUES OF PROJECT MANAGEMENT		0151	WORK SIMPLIFICATION	
0014	PERT TIME - PERT COST		0152	SUPERVISOR DEVELOPMENT	
0015	R&D PROJECT MANAGEMENT COURSE		0153	DEFENSE INVENTORY MANAGEMENT	
0016	PERT COST APPRECIATION		0154	TECHNIQUES OF REVIEW AND ANALYSIS	
0017	PROJECT MANAGEMENT COURSE		0155	AUTOMATIC DATA PROCESSING SYSTEMS	
0018	DEFENSE WEAPONS SYSTEMS MANAGEMENT COURSE		0156	DEFENSE DEPOT OPERATIONS MANAGEMENT	
CPR CP 12 SAFETY			0157	CONFERENCE LEADERSHIP	
0075	SUPERVISOR DEVELOPMENT		0158	MAINTENANCE MANAGEMENT	
0076	SAFETY PROGRAM ORGANIZATION AND ADMINISTRATION		0159	EFFECTIVE SPEAKING	
0077	WORK SIMPLIFICATION		0160	WORK PLANNING AND CONTROL	
0078	ELEMENTS OF DESCRIPTIVE AND PRE- DICTIVE STATISTICS		0161	READING SKILLS IMPROVEMENT	
0079	CONFERENCE LEADERSHIP		0162	SPECIFICATIONS MANAGEMENT	
0080	WRITTEN COMMUNICATION		0163	JOINT MILITARY PACKAGING	
0081	ORAL COMMUNICATION		00164	MANAGEMENT STATISTICS	
0082	HEADQUARTERS SAFETY ORIENTATION		0165	TOP MANAGEMENT SEMINAR	
0083	ADVANCED SAFETY MANAGEMENT		0166	PERSONNEL MANAGEMENT FOR EXECUTIVES	
0084	PERSONNEL MANAGEMENT FOR EXECUTIVES		0167	ECONOMICS OF NATIONAL SECURITY	
EXTENSION COURSES, DEPARTMENT OF THE ARMY - BASIC LEVEL			0168	ARMY PROJECT MANAGEMENT	
0085	PHASE I 77 CREDIT HOURS		0169	PERT COST	
0086	PHASE II 79 CREDIT HOURS		0170	DEFENSE ADVANCED INVENTORY MANAGEMENT	

AMC FORM 1449  
10 JUN 88

SEE INSTRUCTIONS ON REVERSE SIDE.

Figure 2. AMC FORM 1449 (REQUIRED CAREER PROGRAM TRAINING)  
CP1-15

AMCR 690-3, C47

CPR 950-13 SUPPLY MANAGEMENT (Cont'd)			CPR CP 15 QUALITY CONTROL AND INSPECTION (Cont'd)		
0171		ARMY LOGISTICS MANAGEMENT	0406		SUPERVISORY DEVELOPMENT
0172		FINANCIAL MANAGEMENT FOR MANAGERS	0407		SPECIFICATION MANAGEMENT
CPR CP 14 PROCUREMENT			0408		WORK SIMPLIFICATION
0275		PROCUREMENT MANAGEMENT	0409		HUMAN RELATIONS TRAINING
0276		ADVANCED PROCUREMENT MANAGEMENT	0410		MANAGEMENT STATISTICS
00277		CONTRACT TERMINATION	0411		PERSONNEL MANAGEMENT FOR EXECUTIVES
0278		INDUSTRIAL PROPERTY ADMINISTRATION	CPR CP 12 EQUIPMENT SPECIALIST		
0279		ARMY BASIC PROCUREMENT OPERATIONS	0500		WORK SIMPLIFICATION
0280		BASIC COMMODITY OR ITEM ORIENTATION	0501		SUPERVISORY DEVELOPMENT
0281		TECHNIQUES OF REVIEW AND ANALYSIS	0502		SPECIALIZED MAINTENANCE COURSES
0282		INTRODUCTION TO SUPERVISION	0503		MIDDLE MANAGEMENT SEMINAR
0283		ARMY STOCK FUND OPERATION	0504		INTRODUCTION TO SUPERVISION
0284		ARMY SUPPLY SYSTEM	0505		DETAILS TO RELATED OPERATING SEGMENTS
0285		PROCUREMENT I AND II	0506		EFFECTIVE STAFF COMMUNICATIONS
0286		PERSONNEL MANAGEMENT	0507		ARMY LOGISTICS MANAGEMENT
0287		WORK SIMPLIFICATION	0508		PERSONNEL MANAGEMENT FOR EXECUTIVES
0288		BASIC STATISTICAL QUALITY CONTROL	0509		TOP MANAGEMENT SEMINAR
0289		WORK PLANNING AND CONTROL	CPR 950-18 ENGINEERS AND SCIENTISTS		
0290		ARMY LOGISTICS MANAGEMENT	0560		BASIC SUPERVISOR TRAINING
0291		TOP MANAGEMENT SEMINAR	0561		ADVANCED SUPERVISOR DEVELOPMENT
0292		ECONOMICS OF NATIONAL SECURITY	0562		PERSONNEL MANAGEMENT FOR EXECUTIVES
0293		MANAGEMENT STATISTICS	CPR 950-19 INTELLIGENCE		
0294		INTRODUCTION TO AUTOMATIC DATA PROCESSING	0650		MILITARY INDOCTRINATION COURSE
0295		INTRODUCTION TO STATISTICS	0651		USASA INDOCTRINATION COURSE
0296		ARMY BASIC PROPERTY DISPOSAL OPERATIONS	0652		MILITARY INTELLIGENCE ORIENTATION COURSE
CPR CP 15 QUALITY CONTROL AND INSPECTION			0653		DIA ORIENTATION COURSE
0400		GENERAL ORIENTATION	0654		ONE FOREIGN LANGUAGE
0401		SAFETY AND SECURITY	0655		ADVANCED COURSE IN SAME FOREIGN LANGUAGE
0402		BASIC INSPECTION FUNDAMENTALS	0656		MANAGEMENT SUPERVISORY COURSES (SPECIAL MANAGEMENT & TRAINING COURSES AND SEMINARS SPONSORED BY UNIVERSITIES, PROFESSIONAL SOCIETIES OR GOVERNMENT AGENCIES)
0403		INTRODUCTION TO SUPERVISION	AMCR 690-3, C CIVILIAN CAREER FIELD FOR ATTORNEYS		
0404		BASIC QUALITY CONTROL COURSE	0725		PROCUREMENT LAW COURSE (3 WKS) JAG SCHOOL, CHARLOTTESVILLE, VA.
0405		CONFERENCE LEADERSHIP	0726		DEFENSE BASIC PROCUREMENT (5 WKS) FT. LEE, VA.
<b>1 INSTRUCTIONS</b> 1. AMC Form 1449 is to be completed by each careerist covered by an Army or Component-wide career field program who has completed any of the listed courses. 2. Registrants will indicate the course and year completed by inserting the last 2 digits of the year in which the course was completed in the box below following the course number. 3. Additionally, as other courses are completed, a new form is to be submitted showing all previously reported courses and the new completions. 4. If a waiver has been granted and appropriately documented, a "W" will be placed in front of the 4-digit code box for the particular course and the year inserted when the waiver was granted. 5. When forms are completed by the registrants, the Civilian Personnel Office will verify the data entered and complete items 6 and 7. 6. AMC Form 1449 will then be forwarded to the servicing data processing facility.			0727		PATENT OFFICE ACADEMY
			0728		DEFENSE ADVANCED PROCUREMENT MANAGEMENT (3 WKS) FT. LEE, VA.

Figure 2--Continued  
CP1-16

## CHAPTER CP2

ARMY CIVILIAN CAREER SYSTEM FOR STAFFING PROJECT  
MANAGERS' OFFICESSection

Appraisal, registration, and referral

3

## Section 3

## APPRAISAL AND COUNSELING

3-1c (added) Rating and reviewing.

The following officials serve as rating supervisors and reviewers for designated civilian employees covered by the Project Management Career System and assigned to project managers' offices:

(1) Project managers' offices reporting directly to the Commanding General, AMC.

<u>Position</u>	<u>Rating supervisor</u>	<u>Reviewer</u>
Project manager	Deputy Commanding General, AMC	Commanding General, AMC
Deputy project manager	Project manager	Special Assistant for Project Management
Civilian employees (who report to a project manager)	Deputy project manager	Project manager



CHAPTER CP12

ARMY CIVILIAN CAREER PROGRAM  
FOR  
SAFETY MANAGEMENT

Training and development Section  
3

Section 3

TRAINING AND DEVELOPMENT

Model training plan Paragraph  
3-3

Required and recommended training

3-3b. (Added) The AMC Safety Management Career Program provides for both mandatory and required training courses as listed below. Conditions under which waiver of mandatory training courses may be waived are covered in (3) below.

(1) Mandatory training courses.

(a) Safety Program Organization and Administration--New York University.

1. Grades. Mandatory for grades GS-5 through GS-11.

2. Responsibility for waivers. Chief, Safety Division, Administrative Office, Headquarters, AMC.

3. Waiver conditions. Completion of AMC Safety School courses in Introductory Safety and Motor Vehicle Safety.

(b) Advanced Safety Management--New York University.

1. Grades. Mandatory for grades GS-11 and above.

2. Responsibility for waivers. Chief, Safety Division, Administrative Office, Headquarters, AMC.

3. Waiver conditions. Command-level program management experience for at least 3 years, or completion of the following AMC Safety School courses: Introductory Safety, Industrial Safety, Motor Vehicle Safety, and Installation Safety Management; plus at least 1 year of command-level program management experience.

(c) Personnel Management for Executives (400-G-F16).

1. Grades. Mandatory for grades GS-12 and above.

2. Responsibility for waivers. Chief, Safety Division Administrative Office, Headquarters, AMC.

3. Waiver conditions. Completion of comparable training or demonstration of proficiency.

(d) Introductory Safety--AMC Safety School.

1. Grades. Mandatory for grades GS-5 through GS-7, and for persons first entering the safety career field at higher grade levels.

2. Responsibility for waivers. AMC major subordinate command safety directors for personnel within their commands, and the Director, AMC Field Safety Agency, for personnel of separate installations and activities reporting directly to Headquarters, AMC.

3. Waiver conditions. Must have equivalent training or experience.

(e) Motor Vehicle Safety--AMC Safety School.

1. Grades. Mandatory for grades GS-5 through GS-7, and for persons first entering safety career field at higher grade levels.

2. Responsibility for waivers. AMC major subordinate command safety directors for personnel within their commands, and the Director, AMC Field Safety Agency, for personnel of separate installations and activities reporting directly to Headquarters, AMC.

3. Waiver conditions. Must have equivalent training or experience.

(f) Industrial Safety--AMC Safety School.

1. Grades. Mandatory for grades GS-5 through GS-7, and for persons first entering the safety career field at higher grade levels.

2. Responsibility for waivers. AMC major subordinate command safety directors for personnel within their commands, and Director, AMC Field Safety Agency, for personnel of separate installations and activities reporting directly to Headquarters, AMC.

3. Waiver conditions. Must have equivalent training or experience.

(g) Munitions Safety--AMC Safety School.

1. Grades. Mandatory for grades GS-12 through GS-14, and for grades GS-9 through GS-11, if job involves munitions safety.

2. Responsibility for waivers. AMC major subordinate command safety directors for personnel within their commands, and Director, AMC Field Safety Agency, for personnel of separate installations and activities reporting directly to Headquarters, AMC.

3. Waiver conditions. Must have equivalent training or experience.

(h) Guided Missile and Rocket Safety--AMC Safety School.

1. Grades. Mandatory for grades GS-12 through GS-14, and for grades GS-9 through GS-11, if job involves guided missile and rocket safety.

2. Responsibility for waivers. AMC major subordinate command safety directors for personnel within their commands, and Director, AMC Field Safety Agency, for personnel of separate installations and activities reporting directly to Headquarters, AMC.

3. Waiver conditions. Must have equivalent training or experience.

(i) Installations Safety Management--AMC Safety School.

1. Grades. Mandatory for grades GS-12 through GS-14, and for grades GS-9 through GS-11, if job involves safety management.

2. Responsibility for waivers. AMC major subordinate command safety directors for personnel within their commands, and Director, AMC Field Safety Agency, for personnel of separate installations and activities reporting directly to Headquarters, AMC.



3. Waiver conditions. Must have equivalent training or experience.

(j) Applied Safety in Industrial Health and Hygiene--AMC Safety School.

1. Grades. Mandatory for grades GS-12 through GS-14, and for grades GS-9 through GS-11, if job involves industrial health and hygiene.

2. Responsibility for waivers. AMC major subordinate command safety directors for personnel within their commands, and Director, AMC Field Safety Agency, for personnel of separate installations and activities reporting directly to Headquarters, AMC.

3. Waiver conditions. Must have equivalent training or experience.

(k) Nuclear Weapons Safety--AMC Safety School.

1. Grades. Mandatory for all grades if job involves nuclear weapons safety.

2. Responsibility for waivers. AMC major subordinate command safety directors for personnel within their commands, and Director, AMC Field Safety Agency, for personnel of separate installations and activities reporting directly to Headquarters, AMC.

3. Waiver conditions. Must have equivalent training or experience.

(l) Elements of descriptive and predictive statistics--at AMC installations or activities.

1. Grades. Mandatory for grades GS-5 through GS-14.

2. Responsibility for waivers. Installation or activity safety director.

3. Conditions of waiver. Must have equivalent training or demonstrate proficiency.

(m) Work simplification--at an AMC installation or activity.

1. Grades. Mandatory for grades GS-5 through GS-11.

2. Responsibility for waivers. Installation or activity safety director.

2. Conditions of waiver. Must have comparable training or be proficient in this aspect of his work.

(n) Conference leadership--at an AMC installation or activity.

1. Grades. Mandatory for grades GS-11 and above.

2. Responsibility for waivers. Installation or activity safety director.

3. Conditions of waiver. Must have comparable training or be proficient in this aspect of his work.

(o) Written communication--at an AMC installation or activity.

1. Grades. Mandatory for all grades.

2. Responsibility for waivers. Installation or activity safety director.

3. Conditions of waiver. Must have comparable training or be proficient in this aspect of his work.

(p) Oral communication--at an AMC installation or activity.

1. Grades. Mandatory for all grades.

2. Responsibility for waivers. Installation or activity safety director.

3. Conditions of waiver. Must have comparable training or be proficient in this aspect of his work.

(q) Supervisory development--at an AMC installation or activity.

1. Grades. Mandatory for grades GS-9 through GS-14.

2. Responsibility for waivers. Installation or activity safety director.

3. Conditions of waiver. Must have comparable training or be proficient in this aspect of his work.

AMCR 690-3, C34

(r) Headquarters Safety Orientation--at an AMC installation or activity.

1. Grades. Mandatory for grades GS-5 through GS-7, and for persons first entering the safety career field at higher grade levels.

2. Responsibility for waivers. Installation or activity safety director.

3. Conditions for waiver. Must have comparable training or experience.

(2) Recommended training.

(a) Army Aircraft Familiarization Course for Safety Personnel (1-G-F33).

(b) Aviation Safety Orientation--U.S. Army Board for Aviation Accident Research, Fort Rucker, Alabama.

(c) Army Aviation Safety Course--University of Southern California.

(d) Commanders and Staff Officers Aviation Safety Orientation Course--University of Southern California.

(e) Radiological Safety (3-I-F5).

(f) Nuclear Reactor Health and Safety--U.S. Army Engineer School.

(g) Environmental Hygiene and Occupational Health for Safety Engineers--U.S. Army Environment Hygiene Agency.

(h) Chemical, Biological, and Radiological Weapons Orientation (3-G-F6).

(i) Army Management (900-G-F1).

(3) Waiver procedures. Required training for which a waiver is desired, in instances in which the Chief, Safety Division, Administrative Office, Headquarters, AMC, or the Director, AMC Field Safety Agency is responsible for waivers, will be submitted in letter form, in duplicate with justifications for the waiver. When a waiver is granted by an AM major subordinate command safety director, he will forward a copy of the waiver to the Deputy Chief of Staff for Personnel, Department of the Army, ATTN: IRCB-QI, Old Post Office Building, Washington, D.C. 20315

CHAPTER CPR410  
EMPLOYEE DEVELOPMENT

	<u>Subchapter</u>
General Provisions	1
Determining Training Needs	2
Establishing Training Programs	3
Training Through Non-Government Facilities	5
Acceptance of Contributions, Awards, and Payments from Non-Government Organizations	7
Reports and Later Change of Training Information	9

Subchapter 1

General Provisions

	<u>Subparagraph</u>
Policies Governing Training	1-4.f.

1-4.f. U.S Army Materiel Command Policy. It is the policy of this command to provide for continuing training and education of employees as an integral part of management responsibility. The requirement to maintain professional and technical competence by means of continuing training and education is emphasized. Within the framework of this regulation and Department of Army policies, this command will actively support self-improvement and self-development efforts to qualify employees for the performance of the duties. Since the training and education is developing skills, knowledges, and abilities an employee for the performance of official in the process of receiving such training an incidental by-product.

Subchapter 2

Determining Training N

Required Review of Training Need

2-2.b. (Added) This inventory will explicit long-range training requirements for the con engineers and scientists.

## ESTABLISHING TRAINING PROGRAMS

	<u>Subparagraph</u>
Selection and Assignment of Employees for Training	3-2. d. (2) and (3) (Added)
Utilization of Trained Employees	3-4. a. (Added)
Evaluation of Training Programs	3-5. b. (3)

3-2. d. (2). (Added) Authority is delegated to commanders of AMC major subordinate commands and to commanders of installations and activities reporting directly to Headquarters, AMC, to approve training in non-Government facilities that does not exceed 80 hours duration within a single program, as computed in accordance with FPM 410.5-6. Commanders of AMC major subordinate commands may redelegate this specific authority to commanders of separate installations and activities under their command consistent with economical and efficient administration.

3-2. d. (3). (Added) Authority is redelegated to commanders of AMC major subordinate commands to approve training in non-Government facilities in excess of 80 hours duration within a single program, as computed in accordance with FPM 410.5-6. This specific authority may not be redelegated to commanders below the major subordinate command level.

3-4. a. (Added) When making a selection for internal placement from among those applicants meeting minimum requirements, additional consideration will be given to applicants who maintain professional proficiency by means of continuing education. In determining the best qualified employees for grade GS-12 and above vacancies, a significant factor for consideration will be related education as evidenced by possession of a baccalaureate degree; for grade GS-15 and above vacancies, a significant factor will be related education as evidenced by possession of an advanced degree. These requirements will affect of improving the input to higher grade positions of those having the greatest potential for further advancement, and such employees with the desire and ability to continue their

information will be included in the annual training

Subchapter 5

Training Through Non-Government Facilities

Subparagraph

Eligibility for Non-Government Training 5-5.b.(4)

5-5.b.(4) Commanders of AMC major subordinate commands and installations and activities reporting directly to Headquarters, AMC, will submit their requests for waiver of the one-in-ten limitation to the Commanding General, AMC, ATTN: AMCPT-CM. Headquarters, AMC (AMCPT-CM), will determine if it is in the public interest for an employee to serve in a professional position in one of the fields of natural or mathematical sciences or engineering.

Subchapter 7

Acceptance of Contributions, Awards, and Payments  
from Non-Government Organizations

Subparagraph

Authorizing Acceptances 7-2.c.(2)

7-2.c.(2) Subject to the provisions of these regulations and CPR 400, the commanders of the major subordinate commands have been delegated authority to authorize civilian employees to accept contributions, awards, and payments from non-Government organizations. This specific authority may not be redelegated.

Subchapter 9

Reports and Later Change of Training Information

Subparagraph

General	9-1.a., and 9-1.b. (1)(b)5
Interchange of Training Information	9-2.a. (Added)

9-1.a. These reports will be consolidated at the subordinate command level and dispatched in duplicate to the Commanding General, AMC, ATTN: AMCPT-CM, no later than 8 July each year for use in preparing a consolidated report to the Deputy Chief of Staff for Personnel, DA.

9-1.b.(1)(b)5. To what extent was the entire fiscal year training program accomplished? Specifically, what type of program was developed for the continuing education of engineers and scientists?

9-2.a. (Added) AMC will conduct periodic conferences of key-line managers and training personnel as a means of assuring uniform guidance and exchange of information on continuing education for engineers and scientists.



CHAPTER CPR950-13

ARMY CIVILIAN CAREER PROGRAM FOR  
SUPPLY MANAGEMENT

Training and development

Subchapter  
3

Subchapter 3<sup>1</sup>

TRAINING AND DEVELOPMENT

3-3. Master training plans

3-3.b(1) (a) (Added) Successful completion of the Army Logistics Management course, conducted at the Army Logistics Management Center, Fort Lee, Virginia, is established as a prerequisite for promotion or entry of an AMC employee into a grade GS-12 or higher level position in the Supply Management career field. The waiver provision contained in CPR 950-13.3-3b relating to required training will not apply to this course. However, to avoid any delay that might be caused by the training course requirement, requests for temporary postponement of the training, not to extend beyond the next scheduled class, may be submitted for approval as an exception to the promotion prerequisite. Each request for such postponement, together with a full justification and a request for a quota to attend the course, for an otherwise fully qualified employee will be forwarded to the Commanding General, AMC, ATTN: AMCPT.

(b) An individual selected from outside AMC, on the basis that he is clearly better qualified than candidates within the AMC complex for a GS-12 level or higher Supply Management career field position, who has not met this training course requirement, will be scheduled on a priority basis by the employing installation or activity to attend the next scheduled class of the course after his appointment.

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<sup>1</sup>The term "Subchapter" is used here to maintain the identify of this regulation with the basic CPR950-13.





CHAPTER CPR950-18  
ARMY CIVILIAN CAREER PROGRAM  
FOR  
ENGINEERS AND SCIENTISTS

	<u>Subchapter</u>
Career intake	3
Appraisal and counseling	4
Registration and referral	5
Training and development	6
Appendix A. Training Agreement	

Subchapter 3<sup>2</sup>

CAREER INTAKE

3-3.a(12) (Added) AMC major subordinate commands, and installations and activities reporting directly to Headquarters, U.S. Army Materiel Command will utilize the facilities of the Coordinated Recruitment Program in filling their needs for college graduates. No direct recruiting will be done at colleges or universities except as coordinated with the technical placement office serving the areas in which the schools are located.

Subchapter 4<sup>2</sup>

APPRAISAL AND COUNSELING

4-3.c. Nonconstruction-type engineers and scientists. Performance appraisals covering employees in grades GS-11 and above will be forwarded to the Commanding General, AMC, ATTN: AMCPT-CM, in a single copy, after final review at major subordinate commands and installations and activities reporting directly to AMC. For those nonconstruction-type employees included in the Engineers and Scientists Career Program for whom current DA Forms 2302-4 (Employee Performance and Career Appraisal) have been submitted to Headquarters, AMC, a new appraisal will not be prepared. Subsequent appraisals will be forwarded when regularly due, but not less frequently than once every 12 months.

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<sup>2</sup>The term "Subchapter" is used here to maintain the identity of this regulation with the basic CPR950-18.

Subchapter 5<sup>3</sup>

REGISTRATION AND REFERRAL

5-1. (Added) Nonconstruction-type engineers and scientists currently registered in the AMC Talent Bank are not required to reregister for this career program.

5-3.a.(2) (Added) Major subordinate commanders are delegated authority to prepare referral lists for filling vacancies for GS-12 positions on a command-wide basis. This authority, however, does not restrict major subordinate commanders from requesting referral lists from the Commanding General, AMC, ATTN: AMCPT, at the GS-12 level or below when, in their opinion, the area of consideration is inadequate for true competition and opportunity for developmental assignments. Example: Vacancies in the GS-811-0-series, with a limited number of employees, or in similar situations in the GS-861-series, such as aerospace engineering. Commanders of installations and activities reporting directly to Headquarters, AMC, will obtain referral lists for grades GS-12 and above from the Commanding General, AMC, ATTN: AMCPT. Installation and activity commanders also may request referral lists for grades below the mandatory referral level.

Subchapter 6<sup>3</sup>

TRAINING AND DEVELOPMENT

6-1. Training and development. (Added) Since needs vary among all installations and activities, and because of shifting emphasis of mission, the guidelines contained in CPR 950-18 have been purposely left broad, permitting commanders to adapt and implement the program to the degree consistent with their needs. This does not mean, however, that a developmental program is optional. Each installation and activity will provide, to the degree feasible and economical, for the growth and development of its engineering and scientific workforce.

6-3. Training agreement. (Added) AMC major subordinate commands, installations and activities will submit their training plans to the Commanding General, AMC, ATTN: AMCPT-CM, for approval prior to implementation and use of the training agreement outlined in appendix A. This chapter in the training program will contain at least those elements set forth in CPR T4.3-3, and will include sample job descriptions for the trainee and target positions.

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<sup>3</sup> The term "Subchapter" is used here to maintain the identity of this regulation with the basic CPR950-18.

6-8. (Added) Awards and recognition. Developmental opportunities offered by the Secretary of the Army's Research and Study Fellowships, Career Education Awards, Princeton Mid-Career Program, and through other channels, will be utilized to the maximum extent.

## Appendix A

### TRAINING AGREEMENT

1. Reasons for training program. (Added) AMC Form 1333 (Civilian Career Trainee Employment and Mobility Agreement) will be executed by career trainees in accordance with CPR CPl.2-5.



## CHAPTER CPR950-19

## ARMY CIVILIAN CAREER PROGRAM FOR INTELLIGENCE

	<u>Subchapter</u>
General Provisions	1
Intake Systems	2
Appraisal and Counseling	3
Career Patterns	4
Registration and Referral	5
Training and Development	6
Appendix A. Overall Training and Development Plan.	

SUBCHAPTER 1<sup>1</sup>

## GENERAL PROVISIONS

## 1-1 PURPOSE AND SCOPE

1-1b. Coverage.

(3) (Added) In general terms, the positions included in this program in AMC are those involved in security and counterintelligence; scientific and technical intelligence collection, production, maintenance, and dissemination; and foreign intelligence staffs. While this program includes those employees in positions that involve the planning, management, or direction, or assisting in a line capacity in the management or direction of intelligence or counterintelligence activities, it is not normally intended to include those employees supporting intelligence or counterintelligence activities by performing administrative or clerical duties that do not require a substantive knowledge of intelligence or counterintelligence functions. Also excluded are those employees performing research and development foreign materiel test and evaluation functions in support of scientific and technical intelligence requirements.

(4) (Added) Initial determination of which AMC table of distribution (TD) positions are included within the Army Civilian Career Program for Intelligence will be made by the servicing civilian personnel officer with the advice and assistance of the following personnel, as appropriate:

(a) Commanding Officer, U.S. Army Foreign Science and Technology Center, for employees of that center.

<sup>1</sup>The term "subchapter" is used here to maintain the identity of this regulation with the basic CPR950-19.

(b) Director of Missile Intelligence, Missile Intelligence Directorate, U.S. Army Missile Command, for employees of that directorate.

(c) Chief, Intelligence Materiel Development Office, U.S. Army Electronics Command, for employees of that office.

(d) Foreign intelligence officer and security officer of AMC major subordinate commands and separate installations and activities reporting directly to AMC, for employees of their respective commands.

(e) Chief, Technical Intelligence Division, Directorate of Development, and Chief, Security Office, Headquarters, AMC, for employees of those elements.

#### 1-4. BASIC POLICIES

1-4a. General. (Added) The intelligence mission of AMC falls into two broad areas: foreign intelligence activities, and counterintelligence activities.

(1) Foreign intelligence activities include the functions of:

(a) Obtaining and providing to appropriate elements and key individuals of AMC that intelligence relating to pertinent critical world situations and significant foreign scientific and technical developments that is required to support the research, development, test, and evaluation, procurement and production; and supply and maintenance of optimum military equipment for the U.S. Army.

(b) Collecting, evaluating, producing, maintaining, and disseminating to all designated elements of the U.S. Government, scientific and technical intelligence relating to foreign research in the basic sciences and foreign developments in ground forces materiel.

(2) Counterintelligence security activities include the functions of:

(a) Developing requirements for coordinating and supporting counterintelligence operations.

(b) Reviewing, adjudicating, technical processing, or approval of counterintelligence investigations, inspections, surveys, and other operations.

(c) Conducting security investigations, reviewing, and adjudicating reports of security investigations.

(d) Developing, staffing, and implementing policies and procedures, and processing staff actions relating to physical security, law enforcement, crime prevention, industrial security, safeguarding defense information, internal security, personnel security, classification management, the security aspects of visitor control, and security education and indoctrination.

(e) Developing, staffing, and implementing policies and procedures, and processing staff actions relating to visits of foreign nationals, releases of U.S. information to foreign nationals and governments, and the accreditation of foreign personnel to AMC.

(f) Collecting, evaluating, and disseminating CONUS intelligence.

#### 1-5. RESPONSIBILITIES

1-5b. Assistant functional chiefs. (Added) The Director of Development, Headquarters, AMC, is the advisor to the Commanding General, AMC (in his capacity as Assistant Functional Chief for Scientific and Technical Intelligence), on those career field matters pertaining to AMC foreign intelligence activities and on those career field matters pertaining to Army-wide scientific and technical intelligence activities. The Chief, Security Office, Headquarters, AMC, is the advisor to the Commanding General, AMC, on those career field matters pertaining to AMC counterintelligence security activities. The Intelligence Operations Officer (AMC Job No. 287) is the representative of the Commanding General, AMC, to the Assistant Chief of Staff for Intelligence (ACSI), Department of Army (DA), for intelligence career field coordination matters.

#### 1-6. SPECIAL PROVISIONS

1-6b. (Added) No current employee will be separated or transferred solely because of the absence of special intelligence access if such access is not a specific requirement of the position occupied. Eligibility for such access will, however, be considered in terms of future intake into the program and the progression of employees currently covered by the program. Clearance determinations for occupants of specifically designated intelligence positions, GS-13 and above, can be made only by the ACSI, DA, or by his authorized representatives. The commanders of U.S. Army Special Security Detachments (special security officers (SSO's)) attached to certain elements of AMC are the only persons authorized to give or obtain an ACSI determination of clearability.

(1) Civilian personnel officers of commands, installations, or activities supported by an SSO will provide a list of all registrants in the intelligence career program, GS-13 and above, to the supporting SSO.



(2) The civilian personnel officers of a command, installation, or activity not supported by an SSO will provide a list of all registrants in the intelligence career program, grades GS-13 and above, through the Commanding General, AMC, ATTN: AMCRD-I, to the SSO-Gravelly Point, Washington, D.C. 20315.

(3) The supporting SSO, or the SSO-Gravelly Point, as appropriate, will determine those employees from which a DD Form 398 (Statement of Personal History), in quadruplicate, and FD Form 258 (FBI U.S. Department of Justice Fingerprint Card (Applicant)), in duplicate, will be required. Civilian personnel officers will obtain the required forms from the employees concerned and provide them to the SSO. After receipt and processing of these forms, the SSO will advise the civilian personnel officer of further actions required, if any.

(4) In any case in which the SSO has determined or obtained a determination that a specific employee is not clearable and the employing command, installation, or activity desires to employ him in a position for which such access is a specific requirement, the civilian personnel officer may submit a request for exemption in accordance with paragraph 1-6b(8), CPR 950-19. Such a request for exception will be submitted to the supporting SSO or, when there is no supporting SSO, through the Commanding General, AMC, ATTN: AMCRD-I, to the SSO-Gravelly Point.

## SUBCHAPTER 2<sup>2</sup>

### INTAKE SYSTEMS

2-3. Satisfying intake requirements. a. (Added) Intake into the intelligence career program is not limited to the intern or entrance level.

b. (Added) Each major subordinate command and all installations and activities reporting directly to AMC will utilize the facilities of the Coordinated Recruitment Program in filling their needs for recent college graduates. No direct recruiting will be done at colleges or universities except as coordinated with the technical placement office serving the areas in which the schools are located.

## SUBCHAPTER 3<sup>2</sup>

### APPRAISAL AND COUNSELING

3-3. Appraisal and counseling process. a. (Added) Employee performance and career appraisals (DA Form 2302-4), for employees in grades GS-13 and above, will be submitted in single copy to the Deputy Chief of Staff for Personnel, DA, after review at major subordinate commands, separate installation

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<sup>2</sup>See footnote<sup>1</sup>, p. CPR950-19-1.

and activities. The data derived from DA Forms 2302-4 for the AMC Talent Bank will be keypunched and key-verified, and punched-card machine (PCM) cards will be transmitted direct to the AMC Data Center, for all employees GS-9 and above.

SUBCHAPTER 4<sup>3</sup>

## CAREER PATTERNS

4-2. Career levels. e. (Added) (1) Foreign intelligence activities (including scientific and technical intelligence). The normal pattern for typical foreign intelligence positions in AMC is as follows:

<u>Typical position</u>	<u>Normal career field level</u>			
	<u>GS-5/7</u> <u>Intern</u>	<u>GS-9/11</u> <u>Intermediate</u>	<u>GS-12/13</u> <u>Senior</u>	<u>GS-14 Plus</u> <u>Executive</u>
AMC Special Assistant for Foreign Intelligence-----	-	-	-	x
Production agency chief scientist or engineer----	-	-	-	x
Production agency division chief-----	-	-	-	x
Major subordinate command foreign intelligence officer-----	-	-	-	x
Production agency branch chief	-	-	x	x
Production agency scientist or engineer-----	-	x	x	x
Installation or activity foreign intelligence officer-		x	x	-
Assistant foreign intelligence officer-----	-	x	-	-
Intelligence trainee-----	x	x	-	-
Intelligence aide-----	x	-	-	-

(2) Counterintelligence/security. The normal pattern for typical counterintelligence security positions in AMC is as follows:

<u>Typical position</u>	<u>Normal career field level</u>			
	<u>GS-5/7</u> <u>Intern</u>	<u>GS-9/11</u> <u>Intermediate</u>	<u>GS-12/13</u> <u>Senior</u>	<u>GS-14 Plus</u> <u>Executive</u>
AMC principal staff security element chief-----	-	-	-	x
Command, installation/activity security officer-----	-	-	x	x
Command, installation/activity security element functional chief-----	-	-	x	x

<sup>3</sup>See footnote <sup>1</sup>, CPR950-19-1.

<u>Typical position</u>	<u>Normal career field level</u>			
	<u>GS-5/7</u> <u>Intern</u>	<u>GS-9/11</u> <u>Intermediate</u>	<u>GS-12/13</u> <u>Senior</u>	<u>GS-14 Plus</u> <u>Executive</u>
Senior security advisor or consultant-----	-	-	x	-
Command, installation/activity security specialist or technician-----	-	x	x	-
Command, installation/activity security assistant----	x	-	-	-
Security trainee-----	x	-	-	-
Security aide-----	x	-	-	-

SUBCHAPTER 5<sup>4</sup>

## REGISTRATION AND REFERRAL

5-1. Registration. b. Requirements. (Added) Employees entering the intelligence career field (new intake at any level) will complete and submit Qualification Record--Civilian Personnel (DA Form 2302) under procedures established in AMCR 18-1 and CPR CP1.

5-3. Mandatory referral levels. (Added) a. AMC-wide referral is mandatory for all vacancies in grades GS-11 and above.

b. Requests for Referral Lists (DA Forms 2302-2) will include in block 7 the appropriate experience code(s) from section 9, appendix B, CPR CP 1, as an aid to identifying the specific skills desired.

c. Position vacancies will be offered to the best qualified personnel regardless of the relative locations of the vacancies and the qualified employees.

SUBCHAPTER 6<sup>4</sup>

## TRAINING AND DEVELOPMENT

6-1. General. (Added) a. AMC employees currently employed at any career field level are considered to have met the mandatory training requirements for all lower career levels. Satisfactory completion of all mandatory training for the current career field level is a prerequisite for promotion to a GS grade in any higher career field level, except that until 30 June 1967, AMC employees in the intelligence career field may be so promoted if otherwise qualified. Employees promoted to a higher career field level under the foregoing exception may not be considered for further promotion until they have satisfactorily completed

<sup>4</sup>See footnote<sup>1</sup>, CPR950-19-1.

required training of the career field level from which promoted.

b. Training to meet mandatory requirements will be given priority over other training requirements.

c. Training to meet mandatory requirements of a lower career level may be given when determined by the supervisor to be in the best interests of the Government.

d. Dependent upon availability of funds, supervisors may authorize to one person or 10 percent (whichever is greater) of the total authorized strength in each intelligence activity to participate in such day-hour training courses at any one time.

e. In addition to the training courses enumerated in appendix A, 950-19, any locally available college, university, or similar caliber degree or undergraduate course that directly contributes to an employee's ability in the intelligence career field is considered appropriate. Subject areas that are considered applicable to AMC positions in the foreign intelligence (including scientific and technical intelligence) and counter-intelligence security areas are listed in annexes 1 and 2 of appendix A of this regulation.

#### Appendix A

#### OVERALL TRAINING AND DEVELOPMENT PLAN

.. Responsibilities. (Added) c. CPR950-19 provides an overall training plan designed to meet the minimum immediate and long-range needs of the Army in the intelligence career field. Annexes 1 and 2 to this appendix provide lists of subject areas in which AMC intelligence career field employees should be encouraged to pursue courses of instruction as part of their formal training. Formal training for individual employees will be planned as a part of the Employee Performance and Career Appraisal process. To be effective, these individual training plans must accurately reflect the training needed by each employee to enable him to contribute effectively to the needs of the Army's intelligence operations, and must plan attainable training assignments and courses that will meet these needs.

#### Annex 1

Subject areas determined to be directly related to, and contributing to, the knowledge and/or skills of employees participating in the Army Civilian Career Program for Intelligence and employed by AMC in foreign intelligence (including scientific and technical intelligence) activities.

1. Science and technologies. Medical-Biological Sciences; Physical sciences; Environmental Sciences; Engineering.

2. Political sciences. International Affairs; Foreign Histories; Physical or Economic Geography; Public Administration.

3. Languages. Foreign Languages; English Composition; Public Speaking.

4. Military sciences. Logistics; Military Equipment Design and/or Functioning; Research and Development Technologies; Defense Management and Administration; Management.

Annex 2

Subject areas determined to be directly related to, and contributing to, the knowledge and/or skills of employees participating in the Army Civilian Career Program for Intelligence and employed by AMC in counter-intelligence/security activities.

1. Security sciences and technologies. Psychology; Sociology; Polygraph Operation; Basic Investigation; Advanced Investigation; Laws of Arrest; Laws of Evidence; Crime Prevention; Law Enforcement.

2. Political sciences. International Affairs; Public Administration Personnel Management.

3. Military sciences and administration. Logistics; Military Equipment Functioning; Research and Development Technologies; Data Processing; Supply and Maintenance Management; System and Configuration Management.

## CHAPTER CP 960-1

## CIVILIAN CAREER PROGRAM FOR ATTORNEYS

	<u>Section</u>
General	1
Training and Development	2
Registration and Referrals	3
Appraisal and Counseling	4

## Section 1

## GENERAL

	<u>Paragraph</u>
Purpose and scope	1-1
Primary responsibility	1-2
Special provisions	1-3
Definitions	1-4

1-1. Purpose and scope. a. General. This chapter establishes an AMC-wide Civilian Career Program for Attorneys. It supplements CPR CPI and governs the AMC-wide program for the intake and career management of civilian employees in the legal profession. Specifically, this regulation contains special provisions relating to career levels and patterns, training and development plans, and registration and referral requirements. It provides for the identification, selection, development, recognition, and career referral of well-qualified employees throughout the AMC.

b. Coverage. This regulation applies to all AMC employees who occupy positions in grades GS-7 and above in the following series: GS-905-0, General Attorney; GS-1221-0, Patent Advisor; and GS-1222-0, Patent Attorney (fig 1). Lists of qualified candidates for legal position vacancies will be furnished through the Career Referral System following the procedures established by this regulation.

1-2. Primary responsibility. The General Counsel, Headquarters, AMC, is the functional chief for the AMC Career Program for Attorneys. The AMC General Counsel is responsible for the direction, coordination, and continuous evaluation of the program. In so acting, he will be under the overall staff supervision of the Director of Personnel and Training, Headquarters, AMC, except as to those authorities that have been delegated to him personally.

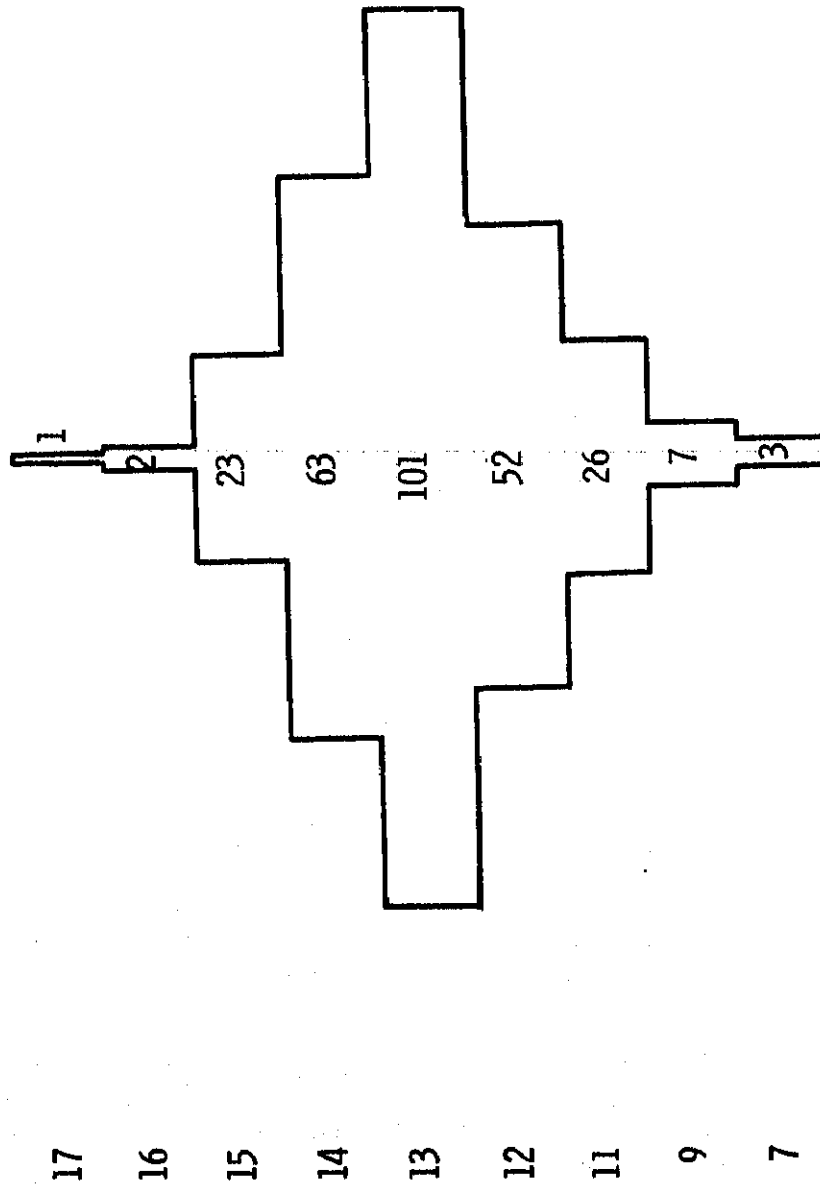
1-3. Special provisions. One objective of career management is high-quality staffing. With appropriate initial selection, training, and development, individuals for this quality staffing should be available and can be identified within the current work force. As the individual develops through training and experience, it will be possible to assign him problem of increased complexity, to reduce the necessity of close supervision of his work, and to consider him for higher-grade positions, either at the installation where he is then employed or at some other installation or

# U.S. ARMY MATERIEL COMMAND

## ATTORNEYS

% OF TOTAL

GRADE



TOTAL 278

GENERAL ATTORNEYS - SERIES GS 905-221  
 PATENT ATTORNEY - SERIES GS 1222-13  
 PATENT ADVISORS - SERIES GS 1221-44

Figure 1.

CP 960-2

activity. However, there must be provided a continuing program for identifying and evaluating outside candidates with outstanding experience to insure selection of the best qualified candidate regardless of source. Highly qualified outside candidates may be nominated by the office having a vacancy for consideration under the provisions of CPR CP1.4.

1-4. Definitions. Certain terms used throughout this regulation have the following meanings, so far as career management is concerned:

- a. General counsel will mean the General Counsel, Headquarters, AMC.
- b. Chief counsel will mean the head of the legal office of a major subordinate command, or of any other installation or activity reporting directly to Headquarters, AMC.
- c. Counsel will mean the head of the legal office of any installation or activity within AMC other than those referenced in b above.
- d. Junior level (fig 2) refers to attorneys in grades GS-7 through GS-9. In general, they should be on a standard job description so that they can work as assigned within the office in which they are employed. They will usually assist attorneys at the intermediate and senior levels and their work will be reviewed by an attorney at a senior level. The problems assigned to these junior level attorneys will be those involving the less complex legal and factual issues, increasing in complexity as they progress toward grade GS-11.
- e. Intermediate level (fig 2) refers to attorneys in grades GS-11 and GS-12. In general, their position description will indicate an area or areas of specialization, but will not call for the exercise of any supervisory functions except to the extent that they may be assisted from time to time by attorneys at the junior level.
- f. Senior level (fig 2) refers to attorneys in grades GS-13 and -14. Their job sheets will normally indicate a broad area or areas of specialization, and may also call for supervision of attorneys at the intermediate and junior levels. They will be qualified by experience and training to handle any type of problem that may be presented to them.
- g. Executive level (fig 2) refers to attorneys in grades GS-15 and above. They will be assigned as heads of legal offices, of major organizational elements within such offices, or of broad functional areas, supervising the work of attorneys at the senior, intermediate, and junior levels.



CIVILIAN CAREER PROGRAM  
For  
ATTORNEYS

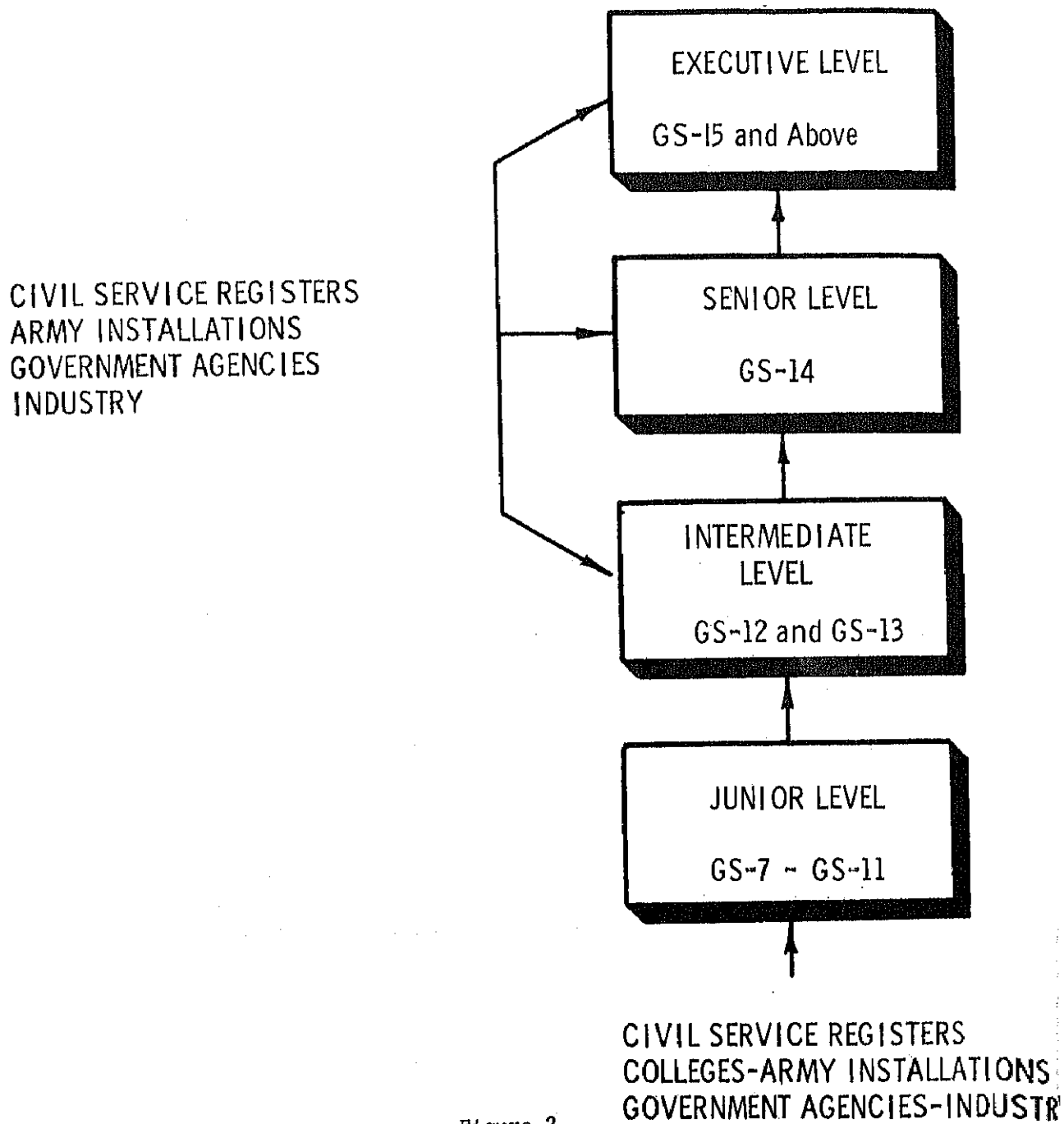


Figure 2.

CP 960-4

## Section 2

## TRAINING AND DEVELOPMENT

	<u>Paragraph</u>
General	2-1
Overall training plan	2-2
Junior level	2-3
Intermediate level	2-4
Senior level	2-5
Executive level	2-6
Job rotation	2-7
Self-development	2-8
Mobility	2-9
Development of nonmobile employees	2-10
Budgeting for the training program	2-11

2-1. General. Training and development as it relates to the Civilian Attorney Career Field applies to the full range of activities that increase the individual's competence and potential in this career field. These include all types of formal and informal, on- and off-duty courses and developmental activities, whether initiated and/or sponsored by the individual or by the Government. Also included are special assignments, participation in activities of professional organizations, independent reading and study and participation in scheduled law and allied symposia and seminars given by bar associations and law schools. Provisions of CPR T4 will be adhered to in planning and accomplishing the technical and managerial development of career program participants.

2-2. Overall training plan. a. The overall training plan for the Civilian Attorney Career Field is directed toward developing individuals to meet the immediate and long-range staffing needs of the AMC. This includes training and education in all aspects of the Government procurement process, even though not directly related to the individual's current assignment, so as to broaden his knowledge and thus qualify him for increasingly responsible positions. It may be necessary to modify the overall plan or change the sequence of subject matter coverage when the requirements of current job assignments and/or career goals of individual employees dictate. Some modifications and additions to the plan will also be made from time to time as future developments dictate, particularly when new courses, seminars, and other developmental opportunities become available. The overall training plan is shown in appendix A.

b. Adherence to this plan at all levels will develop the abilities of attorneys to their highest potentials, assisting the individual to advance in his profession, and assuring the most competent staffing of legal positions in the AMC.

2-3. Junior level. Attorneys in grades GS-7 through GS-9 will be given the following training at such appropriate times, preferably during the first 18 months after initial appointment, as may be determined by the general counsel, chief counsel, or counsel, as appropriate.

a. Procurement Law Course (3 weeks) given at The Judge Advocate General (JAG) School, University of Virginia, Charlottesville, Virginia.

b. Defense Basic Procurement Course (5 weeks) at the U.S. Army Logistics Management Center, Fort Lee, Virginia. This course provides a detailed study of procurement procedures in Armed Services Procurement Regulations (ASPR) as well as a general survey of basic statutes and authorities governing procurement that underlie the ASPR.

2-4. Intermediate level. Attorneys in grades GS-11 and GS-12 will be given the following training at such appropriate time as may be determined by the general counsel, chief counsel, or counsel, as appropriate:

a. Defense Advanced Procurement Management Course (3 weeks) given at the U.S. Army Logistics Management Center, Fort Lee, Virginia. This course is a comprehensive review of all the policy areas of the Armed Services Procurement Regulation. Attorneys should be scheduled to attend this course from time to time as a refresher course.

b. Attendance at the Procurement Law Course at the JAG School, aforementioned, and participation in scheduled law and allied symposia and seminars presented by bar associations and law schools, etc.

c. The Defense Procurement Executive Refresher Course, given by the Department of the Navy, is required for all procurement personnel. Since most attorneys are involved in the procurement mission, attendance at this course should be scheduled at appropriate intervals.

2-5. Senior level. Attorneys in grades GS-13 and -14 as determined by the general counsel, chief counsel, or counsel, as appropriate, will participate in scheduled law and allied symposia and seminars presented by bar associations, law schools, etc. In addition, they should be scheduled from time to time, usually at intervals of from 5 to 10 years, to take the Defense Advanced Procurement Management Course and the Defense Procurement Executive Refresher Course. These will serve as refresher courses.

2-6. Executive level. a. The general counsel, assistant general counsel, chief counsel, counsel, and attorneys in grades GS-15 will, as appropriate, attend symposia.

b. Generally, at all the aforesaid levels, participation in bar association programs and committees, and submission of legal and allied articles is encouraged and should be undertaken by the individual attorney on his own initiative.

2-7. Job rotation. In consonance with the foregoing and the needs of the Office of General Counsel, Headquarters, AMC, and of legal offices at major subordinate commands and their installations and activities, legal personnel in grades GS-7 through GS-13 will, generally, within the areas of their assigned legal office, be rotated for familiarization and training purposes for a temporary period of time, as determined by the AMC General Counsel, or by the chief counsel or counsel of the respective legal offices. Such rotation assignments, if for periods not in excess of 6 months, will not require prior approval of the chairman of the AMC Legal Career Management Committee, but an informal notice of such assignments will be forwarded to that chairman for inclusion in the civilian attorney career file maintained for each attorney by that committee. Typical areas for rotation assignments are shown in appendix B.

2-8. Self-development. a. Self-development activities are an integral part of the Civilian Attorney Career Program. In addition to courses sponsored by the Department of the Army and AMC as indicated in the overall training plan, special training at nongovernmental facilities and at professional societies and universities is encouraged. The employee should insure that he is fully oriented on new programs and on those that are receiving emphasis. Registrants are encouraged to undertake individual projects to enhance overall knowledge and understanding of the legal field, to increase competence in particular areas of interest, and to help overcome any shortcomings identified in the appraisal process.

b. The career employee in the AMC plays a very strategic role in the overall defense mission. It is very important that commanders and all supervisory personnel urge each careerist to develop to the peak of his potential. His career is limited only to the extent of his ability and willingness to accept the challenge of self-development. Maximum efforts should be exerted to insure that each careerist is provided with planned opportunities for development and progression within AMC. This team effort can only result in further establishing leadership capability and bringing about greater achievements in all of the heavy responsibilities that have been, and will be, assigned to AMC.

2-9. Mobility. Inasmuch as career management embraces AMC-wide missions and functions at all levels of responsibility, careerists interested in advancing to more responsible positions must recognize the need for accepting reassignments and transfers, some of which may involve geographical movement. Career progression in a large measure will be dependent upon the individual's willingness to accept assignments that offer developmental and advancement opportunities. Interchange assignments, details, attendance at professional and technical associations, and extra developmental assignments should be accepted by the careerist as a regular and vital part of the development process. Within operational limits, job assignments generally will be in accordance with the expressed preference and performance record of the careerist.

2-10. Development of nonmobile employees. The training and development needs for careerists who, for personal reasons, cannot be mobile must not be overlooked. Such careerists should be provided with all the training that is necessary to prepare them for assignments at the local level. Careerists who can only pursue career development at the activity level will not be barred from consideration for vacancies that arise at locations where they are employed.

2-11. Budgeting for the training program. The general counsel, chief counsel, and counsel, as appropriate, will support the civilian personnel officer of his particular command, activity, or installation in acquiring the necessary budget for the training program in accordance with the requirement of this career program.

### Section 3

#### REGISTRATION AND REFERRALS

	<u>Paragraph</u>
General	3-1
Qualification inventory	3-2
Registration and changes	3-3
Responsibilities	3-4
Selection and assignment	3-5

3-1. General. a. This section prescribes requirements for central registration and referral to provide a source for recruiting assistance and to assure consideration of qualified employees throughout AMC in filling attorney positions.

b. Registration of employees covered by this career program will be accomplished within 30 days after receipt of this regulation.

3-2. Qualification inventory. Headquarters, AMC (AMCPT), will maintain a qualification inventory file for all employees who occupy positions at grades GS-7 and above in the General Attorney Series, GS-905; the Patent Advisor Series, GS-1221; and the Patent Attorney Series, GS-1222. In addition to referral and selection activities, the central inventory files will be utilized by Headquarters, AMC (AMCPT), to:

a. Analyze the manpower resources of the career field with respect to age groupings, educational levels, mobility, advancement patterns, and other factors as a basis for establishing long-range personnel staffing plans.

b. Supplement other resource data used to develop career intake plans.

c. Plan training and development program requirements.

d. Support mobilization planning and emergency buildup of activities.

3-3. Registration and changes. Employees who have not previously been registered in the AMC Talent Bank will complete DA Form 2302 (Qualification Record--Civilian Personnel). Registration forms will be reviewed by the Civilian Personnel Office for accuracy prior to the keypunching of data on punched-card machine (PCM) cards for submission to the AMC Data Center for inclusion in the Talent Bank. Instructions for the conversion of PCM cards and the preparation and processing of changes are contained in AMCR 18-1.

3-4. Responsibilities. a. Employees, supervisors, and civilian personnel officers are responsible for assuring prompt submission of registration forms and changes.

b. Civilian personnel officers are responsible for prompt submission of the DA Forms 2302 for conversion to PCM cards to register employees and to effect changes. Changes involving official personnel actions (e.g., reassignments, promotions, separations, transfers, etc.) will be initiated in the personnel office at the time the Standard Form 50 (Notification of Personnel Action) is prepared. Local procedures will be established to assure timely reporting of these and other types of personnel actions and changes relating to individual central qualification record. Completed forms will be carefully reviewed to assure completeness and accuracy prior to conversion of PCM cards.

c. Supervisors are responsible for assuring that subordinates are registered in the central inventory file and that changes are reported promptly.

d. Employees are responsible for completing the initial and subsequent DA Forms 2302 in a complete, accurate, and legible manner.

3-5. Selection and assignment. a. Referral and consideration of qualified candidates from the central qualification inventory file is mandatory prior to filling each vacant position in grades GS-11 and above covered by the provisions of this section.

b. At the request of the Army General Counsel; Headquarters, AMC; Judge Advocate General; and the Corps of Engineers, DA, exchange copies of applications received from outside attorney applicants. To a more limited extent, the three offices exchange lists of attorney vacancies. This is a very desirable system, and will be continued to the maximum extent possible.

c. Requesting referral. In requesting referral lists of candidates for positions in the GS-905-, GS-1221-, GS-1222-series in grades GS-11 and above, installations and activities will submit a request through command channels to the Commanding General, AMC, ATTN: AMCPT-CM, for candidates' qualification records. The request will be made on DA Form 2302-2 (Request for Referral List) together with AMC Form 1276 (Career Program Referral Listings Request) using experience codes shown in appendix C.

d. In requesting a referral list, the office with the vacancy may nominate an outside candidate who is considered to have outstanding qualifications for the particular vacancy. The nominee's name and social security number will be placed on the DA Form 2302-2. To the request should be attached a Standard Form 57 (Application for Federal Employment) from the nominee for review by a Legal Personnel Screening Committee.

e. Prescreening of candidates. AMC Forms 1276 are forwarded to the AMC Data Center for retrieval and printout of records of candidates who basically qualify for the vacancy.

f. Ad hoc screening committees. Upon receipt of the printout record from the talent bank, an ad hoc committee of knowledgeable officials will be assembled for the purpose of screening eligible employees and developing a referral list of candidates for the position. The committee, chaired by the Assistant General Counsel for Procurement Law, Headquarters, AMC, will consist of three members, two of whom are functional representatives designated by the General Counsel (of whom one will be the Assistant General Counsel for Procurement Law), and the third member will be a personnel technician designated by the Director of Personnel and Training, AMC. Candidates will be identified on the basis of specific requirements of the position, qualifications of the individuals, and their indicated availability for transfer with the continental United States or overseas.

g. Preparation and dispatch of referral list. When the ad hoc committee completes its selection of best qualified candidates, a transmittal listing will be prepared and forwarded to the installation that initiated the referral request where a selection will be made. The installation will then secure the necessary approval as required by CPR A8.

#### Section 4

#### APPRAISAL AND COUNSELING

	<u>Paragraph</u>
General	4-1
Appraisal and counseling process	4-2
Review and evaluation of appraisal and counseling information	4-3
Awards and recognition	4-4
Appendix A. Attorney Career Pattern.	
B. Typical Areas for Rotation Assignments.	
C. Table of Experience Codes.	

4-1. General. The proper planning for development of individuals and for effective staffing in the career program for attorneys is dependent upon an impartial appraisal and counseling system. The results of employee appraisal and counseling will assist in determining the extent to which employees will advance and the degree to which their training needs are forecast and met. Capabilities cannot be fully used and deficiencies cannot be

detected and corrected without accurate portrayals of the individual employee's job performance and his potential for development. Therefore, it is evident that effective appraisal and counseling are fundamental to the success of the program.

4-2. Appraisal and counseling process. a. Proper career appraisal and counseling by supervisors are essential to the development of realistic individual career plans. The appraisal and counseling process must be objective and realistic. It must take into account aptitudes, demonstrated ability, experience, overall qualifications, individual characteristics and career goals. Discussion with employees should point up specific developmental needs and potential areas of advancement.

b. Career counseling is a continuing supervisory responsibility and, as a minimum, will be accomplished at least once each year. The strengths and weaknesses documented on DA Form 2302-4 (Employees Performance and Career Appraisal) will be discussed with employees during the annual appraisal. Employee interests and career desires will be determined and discussed candidly during annual career counseling interviews. This is particularly important during the early states of an employee's career. A detailed discussion of the appraisal and counseling process is found in CPR CP1.3. In the appraisal process, full compliance with the basic principles and requirements of CPR P4 will be observed.

4-3. Review and evaluation of appraisal and counseling information. a. All employee performance and career appraisal forms, DA Forms 2302-4, for registrants in the career program will be reviewed and evaluated in accordance with CPR CP1.3.

b. DA Form 2302-4 data will be processed for transmittal to the Chief, AMC Data Center, in accordance with AMCR 18-1.

4-4. Awards and recognition. The adequate recognition of personal achievement is essential to successful career development programs. At appropriate times in the appraisal and counseling process, supervisors will be alert to employee achievements for which honorary or monetary awards are warranted. Requests for such recognition will be submitted in accordance with incentive awards program regulation.



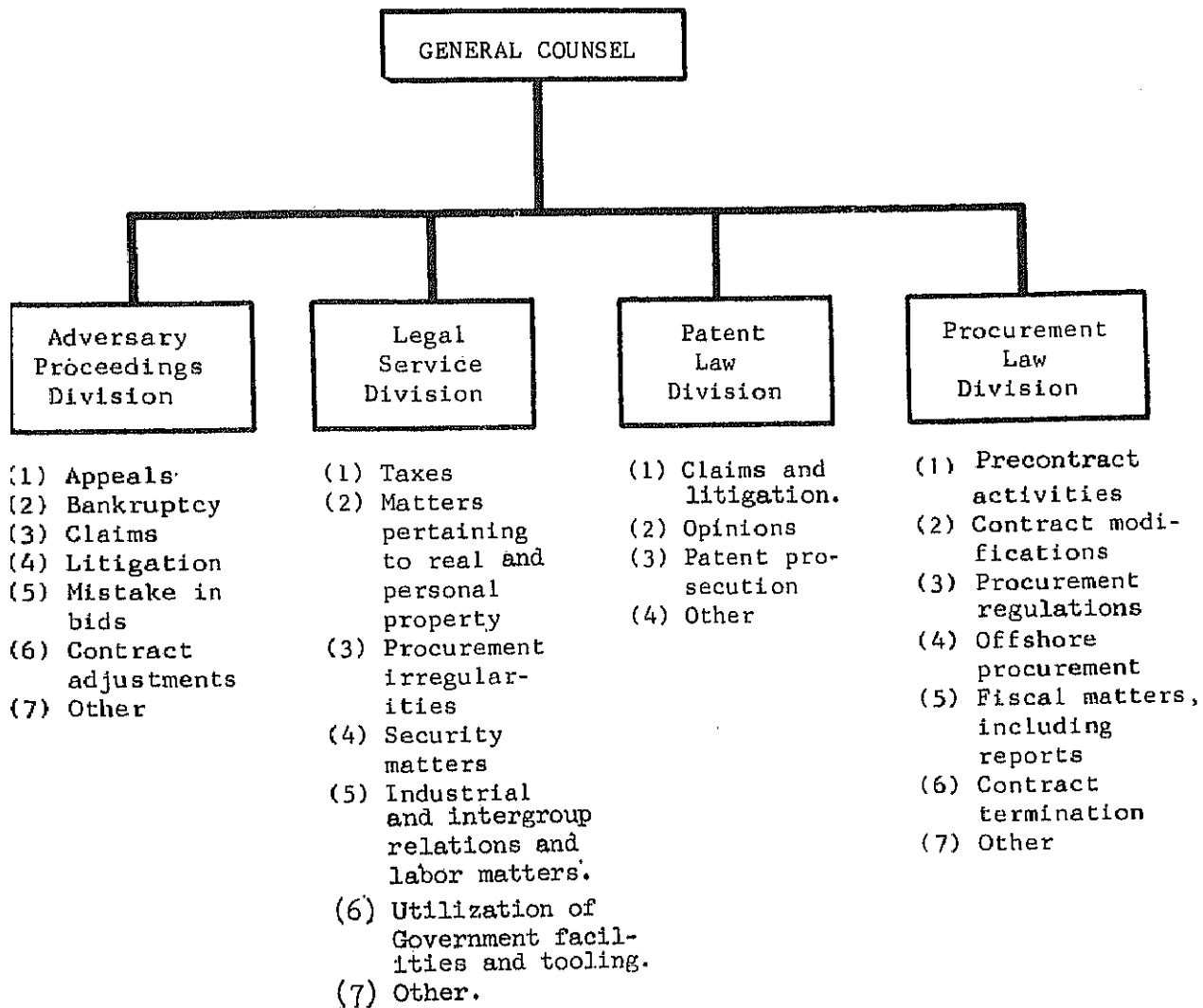
## Appendix A

## ATTORNEY CAREER PATTERN

GRADE	GS-7	GS-9	GS-11	GS-12	GS-13	GS-14	GS-15	GS-16	GS-17							
Number of Attorneys in each Grade in AMC Complex	3	7	26	52	101	63	23	2	1							
SCHOOLING	<u>TRAINEE OR JUNIOR LEVEL</u> (a) Procurement Law ) For Course (3 wks), ) General JAG School, ) Attorney, Charlottesville, ) GS-905 Virginia ) Series (b) Defense Basic ) Procurement ) (5 wks), Ft. Lee, ) Virginia ) (c) Symposia and seminar participation, as appropriate. (d) Special law courses at universities, etc., as appropriate. (e) Patent Office Academy.				<u>INTERMEDIATE LEVEL</u> (a) Defense Advanced ) Procurement Mgt., ) For (3 wks), Ft. Lee, ) General Virginia ) Attorney, (b) Procurement Law ) GS-905 Course (3 wks), ) Series JAG School, as ) appropriate ) (c) Symposia and seminar participation, as appropriate. (d) Special law courses at universities, etc., as appropriate. (e) Patent Office Academy. (f) Seminars conducted by such organizations as: Government Patent Lawyers Association, Federal Bar Association, American Management Association and Practicing Law Institute.				<u>SENIOR LEVEL</u> (a) Participation in scheduled symposia and seminars, and high level executive development conferences as appropriate. (b) Submission of legal articles to law reviews and allied periodicals, as appropriate. (c) Special law courses at universities, etc., as appropriate. (d) Seminars conducted by such organizations as: Government Patent Lawyers Association, Federal Bar Association, American Management Association and Practicing Law Institute.				<u>EXECUTIVE LEVEL</u> (a) Attend executive development courses and participate in high level conferences and symposia, as required. (b) Submission of legal, articles to law reviews, and allied periodicals, as appropriate. (c) Special law courses at universities, etc., as appropriate. (d) Seminars conducted by such organizations as: Government Patent Lawyers Association, Federal Bar Association, American Management Association and Practicing Law Institute.			
AND																
TRAINING																
ASSIGNMENTS	In consonance with the needs of the Office of General Counsel, Headquarters, AMC, and those of legal offices at major subordinate commands and their installations and activities, legal personnel in grades GS-7 through GS-13 will generally, within the area of their assigned legal office, be rotated as determined by the chief of the particular legal office, as				SERIES GS-905, GENERAL ATTORNEY: 221 SERIES GS-1222, PATENT ATTORNEY: 13 SERIES GS-1221, PATENT ADVISORS: 44 TOTAL: 278											

## Appendix B

## TYPICAL AREAS FOR ROTATION ASSIGNMENTS



## Appendix C

## TABLE OF EXPERIENCE CODES

(For use in item 20g of DA Form 2302)

OCCUPATION (1st box)	SPECIALTY (2d Box)	MISSION (3d Box)	FUNCTIONAL LEVEL (4th box)
Attorneys (General) GS-905 (501)	01 Supply and Procurement 02 R&D and Service Contracts 03 Boards and Committees 04 Fiscal matters and external audit reports 05 Contract terminations and settlements 06 Procurement Regulations 07 Government Property 08 Taxes 09 Frauds--security--investiga- tions 10 Congressional inquiries and legislation 11 Labor 12 Litigation and contract appeals 13 Mistakes in bid 14 Contract adjustments 15 Contract claims 16 Bankruptcy and antitrust matters 17 Patent procurement matters 18 Patent claims 19 Patent prosecution 20 Legal Assistance--Military Claims Unappropriated funds activity 21 Combination of two or more of the above 22 Other	1 Department or major command headquarters 2 Major subordinate command 3 Installations and activities 4 Other	1 General Counsel, AMC 2 Assistant general counsel 3 Chief counsel 4 Attorney (senior) 5 Attorney (intermediate) 6 Attorney (junior)
Patent Attorneys, GS- 1222 (502)			
Patent Advisors, GS-1221 (503)			

## CHAPTER D2

## DETAILS

	<u>Section</u>
General Provisions	1
Details within Army Establishment	2

## Section 1

## GENERAL PROVISIONS

	<u>Paragraph</u>
Delegation of Authority	1-3

1-3. (Added) The detail of a non-PL 313 or Supergrade employee from his authorized position to an authorized Public Law 313 or Supergrade position vacancy, or, the detail of a Public Law 313 or Supergrade employee from his authorized position to another PL 313 or Supergrade position or to a non-PL 313 or Supergrade position requires prior approval of Headquarters, AMC. No commitment, however tentative, will be made to any employee concerning a detail until required prior approval has been obtained. Requests for approval will be signed by the installation or activity commander or by the commander of the major subordinate command.

## Section 2

## DETAILS WITHIN ARMY ESTABLISHMENT

	<u>Paragraph</u>
Civil Service Commission Requirements	2-1

2-1.b.(1) (Added) Competitive service positions. The Central Office of the U.S. Civil Service Commission, Washington, D.C., exercises examining jurisdiction over all Public Law 313 and Supergrade positions. Requests for prior approval in excess of 6 months will be submitted through the Commanding General, AMC, ATTN: AMCPT-CP. Headquarters, AMC, will transmit those requests with which it concurs through the Department of the Army to the Commission when the request is connected with a reorganization, and, directly to the Commission in instances where reorganizations are not involved. Requests for approval will be signed by the installation or activity commander or by the commander of the major subordinate command.



## CHAPTER E2

## GRIEVANCE AND APPEAL PROCEDURES

	<u>Section</u>
General provisions	1
Consideration of type I grievances	2
Consideration of type II grievances	3
Appeals from adverse actions	5
Appendix II. Type I Grievance Review Processing Form (Added).	
Appendix III. Type II Grievance Review Processing Form (Added).	
Appendix IV. Adverse Action Appeal Review Processing Form (Added).	

## Section 1

## GENERAL PROVISIONS

	<u>Paragraph</u>
Levels of decision	1-7

## LEVELS OF DECISION

1-7.a. The levels of decision, above the employing activity, for purposes of grievances and appeals, in the U.S. Army Materiel Command (AMC) will vary dependent upon the type of grievance and the command relationship of the employing activity. These levels are delineated in appropriate sections of this regulation.

b. Commanders of major subordinate commands are hereby authorized to act upon and decide grievance appeals of employees assigned to installations and activities under their command jurisdiction. However, where the relationship between a major subordinate command and a sub-element precludes the existence of separate and distinct "decision" and "appeal" levels, the appellate function will be performed in Headquarters, U.S. Army Materiel Command. Major subordinate commands and subelements to which this exception applies are named in appropriate sections of this regulation.

Section 2

CONSIDERATION OF TYPE I GRIEVANCES

Third Step

Paragraph

2-4

THIRD STEP

INTERMEDIATE COMMAND CONSIDERATION

2.4.b.(3) Type I grievances (see app II) requiring submission to any higher headquarters for decision will be forwarded through AMC command channels.

Section 3

CONSIDERATION OF TYPE II GRIEVANCES

Third Step

Paragraph

3-4

THIRD STEP

3-4.a. Intermediate command levels for consideration and review of type II grievances (see app III) are as follows:

(1) A grievance originating in Headquarters, AMC, will be reviewed by the Headquarters, Department of the Army.

(2) A grievance originating in the Headquarters of a major subordinate command will be reviewed by Headquarters, AMC.

(3) A grievance originating in an installation or activity reporting directly to Headquarters, AMC. will be reviewed

Section 5

APPEALS FROM ADVERSE ACTIONS  
(See app IV.)

Report on an appeal

Paragraph  
5-4

REPORT ON AN APPEAL

5-4.b. (Added) Decision. For the purpose of this section, the term "major commander" is defined as follows:

(1) For employees of Headquarters, AMC, the major commander is the Chief of Staff, Department of the Army.

(2) For employees of the headquarters of AMC major subordinate commands, the major commander is the Commanding General, AMC.

(3) For employees of installations and activities reporting directly to Headquarters, AMC, the major commander is the Commanding General, AMC.

(4) For employees of installations and activities under the jurisdiction of an AMC major subordinate command, the major commander is the Commanding General of the major subordinate command except that the Commanding General of Headquarters, U.S. Army Materiel Command, is the major commander for employees of the U.S. Army Missile Support Command, U.S. Army Electronics Support Command, and U.S. Army Tank-Automotive Center.

RIGHT TO REVIEW OR FURTHER APPEAL

Within the Department of the Army

5-6.a. An employee who receives an adverse decision from the commander of a major subordinate command has the right to request a review of the decision by the Secretary of the Army. Commanders of major subordinate commands receiving requests for review under this provision will forward them to the Secretary of the Army.





# APPENDIX II

## TYPE I GRIEVANCE REVIEW PROCESSING FORM

### Section I. AMC FORM 1015 (CHECKLIST FOR TYPE I GRIEVANCES)

CHECKLIST for TYPE I GRIEVANCES (AMC REG 890-3)		DATE
<p><b>INSTRUCTIONS:</b> Type I Grievances will be executed by the responsible official of the employing activity in cases where the grievance cannot be resolved locally. Items 1 thru 8a, 9 and 9a will be executed by the responsible official of the employing activity. Items 8b, 10a, b, c, and d will be executed by the responsible official of the intermediate command concerned.</p> <p><b>DEFINITION:</b> Type I Grievances are expressions of dissatisfaction over specific instances of the interpretation or application of any regulations, policies, or procedures issued by Headquarters, Department of the Army or by the Headquarters of an appropriate command. (Reference CPR E 2.2)</p>		
TO:		FROM:
NAME OF EMPLOYEE		
	YES	NO
1. DID EMPLOYEE SUBMIT GRIEVANCE IN WRITING WITHIN 10 WORKDAYS AFTER COMPLETION OF THE 2ND STEP AND RECEIPT OF SUPERVISOR'S MEMORANDUM FOR RECORD?		
2. IS SUPERVISOR'S MEMORANDUM FOR RECORD (2ND STEP) INCLUDED IN CASE RECORD?		
3. WERE ALL PARTIES CONCERNED FURNISHED A COPY OF THE SUPERVISOR'S MEMORANDUM FOR RECORD?		
4. HAVE SUBORDINATE COMMANDS COMPLETED THEIR ACTION WITHIN 10 WORKDAYS?		
5. NAME OF STAFF OFFICE(S) RESPONSIBLE FOR THE REGULATION, POLICY OR PROCEDURE IN QUESTION FOR REVIEW, DECISION AND REPLY. (If more than one, list them).		
6. DOES AN EMPLOYEE ORGANIZATION HAVE EXCLUSIVE RECOGNITION STATUS?		
<p>A. DOES THIS GRIEVANCE INVOLVE A DECISION ON PERSONNEL POLICIES OR OTHER MATTERS WHICH MANAGEMENT IS OBLIGATED TO DISCUSS? (If answer is yes, complete (1) below).</p> <p>(1) WAS THIS OBLIGATION FULFILLED? (If not, explain why it was not)</p>		
<p>B. DOES THE WRITTEN AGREEMENT WITH AN EMPLOYEE ORGANIZATION HAVING EXCLUSIVE RECOGNITION CONTAIN GRIEVANCE OR APPEAL PROCEDURES DIFFERENT FROM CPR E 2?</p> <p>(1) DID THE EMPLOYEE ELECT TO FOLLOW THESE PROCEDURES?</p>		
7. ARE COMMENTS BY THE EMPLOYING ACTIVITY INCLUDED?		
8. WAS MAJOR SUBORDINATE COMMAND REVIEW REQUIRED?		
<p>A. IF YES, ARE THEIR COMMENTS INCLUDED?</p> <p>B. WAS THIS REVIEW PERFORMED WITHIN THE TIME LIMIT (10 WORKDAYS)?</p>		
9. ARE THE MATTERS IN THIS GRIEVANCE APPROPRIATE FOR DECISION AT THE DEPARTMENT OF THE ARMY LEVEL?		
A. IF YES, HAVE COMMENTS BEEN PREPARED FOR FORWARDING THE CASE TO THE DEPARTMENT OF THE ARMY?		
10. COMMAND ACTION		
A. SUSPENSE DATE FOR REPLY TO LEAVE THIS COMMAND	B. SUSPENSE DATE FOR REPLY TO BE FURNISHED ADDRESSEE	
C. SUMMARIZE DECISION OR REPLY AND ALSO ATTACH COPY OF REPLY.		
D. Decision to employee through channels will indicate that no further review is available within the Department of the Army if AMC Headquarters is determined to be the appropriate Headquarters.		
TYPED NAME OF PERSON SIGNING THE REPLY		SIGNATURE
REVIEWERS		
SIGNATURE	SIGNATURE	SIGNATURE
<p>The blank showing "signature of person signing reply" will be the signature of the appropriate responsible official within AMC making the decision with respect to the grievance. Where the decision is rendered by Headquarters, Department of Army notation to that effect will be shown in the space provided for the signature.</p> <p>The blank spaces under "signatures of the reviewers" will be the signatures of the responsible officials within AMC who have reviewed the grievance.</p>		

AMC FORM 1015  
1 DEC 82



# APPENDIX III

## TYPE II GRIEVANCE REVIEW PROCESSING FORM

### Section I. AMC FORM 1016 (CHECKLIST FOR TYPE II GRIEVANCES)

CHECKLIST for TYPE II GRIEVANCES (AMC REG 690-3)		DATE
<p><b>INSTRUCTIONS:</b> Items 1 thru 7, inclusive, will be executed by the responsible official of the employing activity. Item 8 will be executed by the intermediate command concerned.</p> <p><b>DEFINITION:</b> Type II grievances are those involving employee dissatisfactions with inservice placement and training and development situations or conditions. (Reference CPR E 2.3)</p>		
TO:	FROM:	
NAME OF EMPLOYEE		
	YES	NO
1. DID EMPLOYEE SUBMIT GRIEVANCE, IN WRITING WITHIN 10 WORKDAYS AFTER COMPLETION OF THE 1ST STEP AND RECEIPT OF SUPERVISOR'S MEMORANDUM FOR RECORD?		
2. IS SUPERVISOR'S MEMORANDUM FOR RECORD (1ST STEP) INCLUDED IN CASE RECORD?		
3. WERE ALL PARTIES CONCERNED FURNISHED A COPY OF THE SUPERVISOR'S MEMORANDUM FOR RECORD (1ST STEP)?		
4. WAS REQUEST FOR CONSIDERATION BY HIGHER ECHELON INITIATED WITHIN 10 WORKDAYS OF THE DATE OF RECEIPT OF THE LOCAL COMMANDER'S DECISION?		
5. IS GRIEVANCE EXAMINER OR INVESTIGATING OFFICIAL'S REPORT OF INQUIRY INCLUDED IN CASE RECORD?		
6. DID LOCAL COMMANDING OFFICER'S DECISION:		
A. INCLUDE STATEMENT OF REASONS FOR DECISION?		
B. INCLUDE A COPY OF THE INVESTIGATING OFFICIAL'S MEMORANDUM REPORT?		
C. IF ADVERSE TO EMPLOYEE, INFORM HIM OF HIS RIGHTS TO REQUEST FURTHER REVIEW AND APPLICABLE TIME LIMITS?		
7. DOES AN EMPLOYEE ORGANIZATION HAVE EXCLUSIVE RECOGNITION STATUS? (If answer is yes, complete "a" below).		
A. DOES THIS GRIEVANCE INVOLVE A DECISION ON PERSONNEL POLICIES OR OTHER MATTERS WHICH MANAGEMENT IS OBLIGATED TO DISCUSS? (If answer is yes, complete (1) below.		
(1) WAS THIS OBLIGATION FULFILLED? (If not, explain why it was not).		
<b>COMMAND ACTION</b>		
A. SUSPENSE DATE FOR REPLY TO LEAVE THIS COMMAND	B. SUSPENSE DATE FOR REPLY TO BE FURNISHED ADDRESSEE	
C. SUMMARIZE DECISION OR REPLY AND ALSO ATTACH COPY OF REPLY.		
D. DOES DECISION TO THE EMPLOYEE, THROUGH CHANNELS, INCLUDE:		
(1) REASONS ON WHICH DECISION IS BASED?		
(2) STATEMENT THAT EMPLOYEE IS NOT ENTITLED TO FURTHER REVIEW WITHIN THE DEPARTMENT OF THE ARMY?		
TYPED NAME OF PERSON SIGNING THE REPLY	SIGNATURE	
<b>REVIEWERS</b>		
SIGNATURE	SIGNATURE	SIGNATURE
<p>The blank showing "signature of person signing reply" will be the signature of the appropriate responsible official within AMC making the decision with respect to the grievance.</p> <p>The blank spaces under "signature of reviewers" will be the signatures of the responsible officials within AMC who have reviewed the grievance.</p>		

AMC FORM 1016  
DEC 62



# APPENDIX IV

## ADVERSE ACTION APPEAL REVIEW PROCESSING FORM

### Section I. AMC FORM 1017 (CHECKLIST FOR ADVERSE ACTION GRIEVANCES)

CHECKLIST for ADVERSE ACTION GRIEVANCES (AMC REG 890-3)		DATE
<b>INSTRUCTIONS:</b> Items 1 thru 6, inclusive, will be executed by the grievance examiner who processed the case. Item 7, etc., will be executed by the appropriate command authority reviewing the grievance examiner report.		
<b>DEFINITION:</b> Adverse action appeals result from any action taken under the provisions of CPR 51.3, except an oral reprimand, and CPR R3 actions.		
TO:		FROM:
NAME OF EMPLOYEE		
	YES	NO
1. DOES THE CASE RECORD CONTAIN THE FOLLOWING, NECESSARY FOR PROCESSING?		
A. GRIEVANCE EXAMINER'S REPORT OF INQUIRY		
B. OFFICIAL PERSONNEL FOLDER		
C. EMPLOYEE'S WRITTEN APPEAL		
D. TRANSCRIPT OR SUMMARY OF ANY HEARING HELD <input type="checkbox"/> N/A		
E. EXHIBITS OF ANY KIND INTRODUCED AT HEARING <input type="checkbox"/> N/A		
F. ORGANIZATION CHART SHOWING EMPLOYEE'S LOCATION IN THE ORGANIZATION, IF PERTINENT		
G. CURRENT JOB DESCRIPTION, IN APPEALS INVOLVING SALARY AND WAGE DETERMINATIONS <input type="checkbox"/> N/A		
2. DOES THE GRIEVANCE EXAMINER'S REPORT OF INQUIRY CONTAIN THE FOLLOWING?		
A. NAME OF EMPLOYEE AND INSTALLATION		
B. SPECIFIC STATEMENT OF ACTION GIVING RISE TO THE APPEAL, INCLUDING IDENTIFYING REFERENCES TO OFFICIAL DOCUMENTS		
C. SUMMARY STATEMENT OF THE BASIS ON WHICH THE EMPLOYEE REQUESTS REVIEW		
D. LISTING OF SPECIFIC ISSUES CONSIDERED IN THE INQUIRY, ACCOMPANIED WITH STATEMENTS OF FINDINGS OF FACT ON EACH ISSUE, INCLUDING CITATION OF THE SOURCES OF EVIDENCE		
E. SPECIFIC STATEMENT OF FINDINGS OF FACT ON REGULATORY AND PROCEDURAL COMPLIANCE IN THE ACTION GIVING RISE TO THE APPEAL, INCLUDING CITATION OF THE SOURCES OF EVIDENCE		
F. SPECIFIC STATEMENTS OF CONCLUSIONS FOR EACH ISSUE CONSIDERED		
3. ANSWERS TO THE FOLLOWING MAY REQUIRE DIFFERENT (other than CPR E2) TYPE PROCESSING AND/OR CONSIDERATIONS IN THE CASE		
A. DOES THIS APPEAL HAVE SECURITY PROGRAM IMPLICATIONS?		
B. IS THIS AN ACTION REQUIRED TO BE ADJUDICATED UNDER SR 520-220-1?		
C. DOES THIS APPEAL ARISE FROM AN ACTION TAKEN UNDER THE SECURITY PROGRAM?		
D. HAS THE EMPLOYEE INITIATED AN APPEAL TO THE CIVIL SERVICE COMMISSION ON THIS SAME ACTION?		
E. WAS THE ADVERSE ACTION TAKEN AT THE SPECIFIC DIRECTION OF THE CIVIL SERVICE COMMISSION?		
F. IS THIS A COMPLAINT OR APPEAL FROM AN APPLICANT? (see CPR R2)		
G. IS THIS AN APPEAL FROM A PERFORMANCE RATING? (see CPR P4)		
H. ARE DISCRIMINATORY ISSUES OF RACE, COLOR, CREED OR NATIONAL ORIGIN INVOLVED REQUIRING PROCESSING UNDER CPR E2.5-7?		
I. IS THIS APPEAL FROM AN OVERSEAS EMPLOYEE, REQUIRING PROCESSING UNDER CPR E2.5-8?		
J. DOES THIS CASE INVOLVE A COMPENSATION ISSUE? (If no, it will be processed to completion)		
4. DID EMPLOYEE FILE APPEAL MORE THAN 10 CALENDAR DAYS AFTER EFFECTIVE DATE OF ADVERSE ACTION? If yes,		
A. DO CIRCUMSTANCES INDICATE THAT APPEAL SHOULD BE ACCEPTED?		
5. HAS THERE BEEN COMPLETE COMPLIANCE WITH ALL LAWS, REGULATIONS AND PROCEDURES APPLICABLE TO THE ADVERSE ACTION INVOLVED?		
6. NAME OF ORGANIZATION (Major Subordinate Command or AMC, HQ) TO WHICH THE GRIEVANCE EXAMINER WILL SUBMIT HIS REPORT		
TYPED NAME OF GRIEVANCE EXAMINER		SIGNATURE



## Appendix D

DEPARTMENT OF THE ARMY EQUAL  
EMPLOYMENT OPPORTUNITY PROGRAM

## Paragraph

Applicability and Coverage	D-1
Policy	D-2
Staffing	D-3
Assuring Equal Employment Opportunity	D-4
Actions Required	D-5

## D-3. Staffing

D-3a(2). If the designated Deputy Equal Employment Opportunity Officer is absent from his duty station for a prolonged period due to vacation leave, temporary duty, training, illness, etc., or if he terminates his employment, immediate action will be taken to designate an interim or alternate Deputy Equal Employment Opportunity Officer.

D-3i(3). In all cases where the servicing activity is not located within the same facility, the commander of the serviced activity will designate a member of his own staff as Deputy Equal Employment Opportunity Officer.

## D-5. Actions Required

D-5b(1). Plans of Action will cover a fiscal year.

D-5b(2). (a) Major subordinate commands and installations and activities reporting directly to Headquarters, AMC, will submit their Equal Employment Opportunity Plans of Action, and mid-year revisions, to the Commanding General, AMC, ATTN: AMCPT-CR, for review and approval by 1 June and 31 December, respectively.

(b) Major subordinate commands will furnish information to the Commanding General, AMC, ATTN: AMCPT-CR, regarding their review of activity plans of action and mid-year revisions not later than 15 June and 15 January, respectively.





## CHAPTER E6

## RELATIONSHIPS WITH EMPLOYEE ORGANIZATIONS

	<u>Section</u>
General provisions	1
Form of recognition	2
Consultation and negotiation	3

## Section 1

GENERAL PROVISIONS	<u>Paragraph</u>
Responsibilities	1-5
Information to Headquarters, AMC	1-9

## RESPONSIBILITIES

-5. Within AMC, the civilian personnel officer will be responsible for ensuring that dealings with employee groups and organizations progress in such a manner as to provide stable and effective employee management relations.

## INFORMATION TO HEADQUARTERS, AMC

-9.a. Commands, installations, and activities will promptly advise the Commanding General, AMC, ATTN: AMCPT-CR, through command channels by the most expeditious means regarding actual or potential problems arising out of relationships with employee organizations, including the following information to the extent pertinent:

(1) Names, official titles, addresses, and telephone numbers of the officers of the local employee organizations concerned.

(2) Number and types of employees represented by such organizations.

(3) Names, addresses, telephone numbers, and national affiliation of union locals involved.

(4) The issues or probable issues involved.

(5) The statement of action taken or contemplated with respect to these issues.

(6) Brief narrative description of the nature of the dispute, and prognosis as to its solution.

b. The Quarterly Narrative Civilian Personnel Administration Reports (RCS-CSGPA-663) will include:

(1) Names and addresses of all local employee organizations that have been granted recognition (formal, informal, or exclusive) during the quarter.

(2) The types and number of employees associated with each such employee organization.

(3) National affiliation and offices, if any.

(4) Any significant labor problems, actual or potential, that may reasonably be anticipated.

(5) Any significant accomplishments evidencing stability of labor relations.

## Section 2

### FORMS OF RECOGNITION

	<u>Paragraph</u>
Granting recognition	2-1 2-3

### GENERAL

2-1.a. When an installation or activity commander has knowledge that an employee organization proposes to seek formal or exclusive recognition for a unit that is smaller or larger than the installation or activity, he should provide this and any relevant background information in advance of official submission of the request by the organization through command channels to the major subordinate command or to the Commanding General, AMC, ATTN: AMCPT-CR, as appropriate, in order that the determination as to the appropriateness of the unit may be processed expeditiously when it is received officially,

2-1.b.(3) The commander of each AMC major subordinate command has been delegated the authority to determine the appropriateness of an employee organization's request to establish a formal or exclusive unit that is either larger or smaller than an activity. This authority is applicable to those installations and activities that are under his command jurisdiction. This specific authority may not be redelegated to commanders below the major subordinate command level.

2-1.b.(4) The Director of Personnel and Training, AMC, and, in his absence, the Deputy Director of Personnel and Training, are authorized to accept requests to determine the appropriateness of units larger or smaller

than an installation or activity that reports directly to Headquarters, AMC.

#### GRANTING RECOGNITION

2-3.a. Formal recognition. Decisions to deny formal recognition at an installation or activity under the jurisdiction of a major subordinate command will be transmitted for review through command channels to the Commanding General, AMC, ATTN: AMCPT-CR, prior to informing the employee organization. Similarly, decisions to deny formal recognition at an installation or activity reporting directly to Headquarters, AMC, will be reviewed by Headquarters, AMC, prior to informing the employee organization.

#### Section 3

#### CONSULTATION AND NEGOTIATION

##### Paragraph

Negotiated Agreements

3-4

#### NEGOTIATED AGREEMENTS

3-4.c. When management and employee organization representatives reach impasses in negotiations at the local level, reports of such impasses will be transmitted through command channels to the Commanding General, AMC, ATTN: AMCPT-CR, with appropriate comments by each intermediate command echelon. When impasses are resolved at intermediate command levels, submittal to Headquarters, AMC, is not necessary.



CHAPTER H2  
HOURS OF WORK

Establishing tours

Section  
2

Section 2

ESTABLISHING TOURS

Incidental duties

Paragraphs  
2-7a(1), (2), (3),  
and (4) (added)

INCIDENTAL DUTIES

Guards

2-7a(1) Overtime compensation will not be paid to civilian guards for check-in prior to and/or check-out following the normal duty hours except when it is required for the following reasons:

(a) Issuance or inspection of arms, ammunition, or equipment; or issuance of special orders or instructions.

(b) Transportation to and from distant duty points, when on-post overlap is essential for security reasons, or for emergency reasons.

(c) Traffic control or spot-searches during peak traffic periods.

(2) Overtime compensation may be paid to civilian guards for mandatory weapons familiarization firing (annual) when compensatory time off is not feasible.

(3) Overtime compensation will not be paid to civilian guards when:

(a) It is operationally and economically practicable to authorize compensatory time off. However, attention is invited to CPR L1.7-5.

(b) Military police may be utilized to accomplish requirements shown under (1)(b) above, provided such utilization does not

detract from the assigned military police mission. (This provision is applicable only when the requirements of (1)(b) above are the sole consideration.)

(4) Paid overtime compensation will be limited to actual time necessary to accomplish requirements listed in (1)(a), (b), and (c), and (2) above, and normally will not exceed 30 minutes per guard per day. In particular situations and at certain installations, however, it is recognized that exceptions to this time limit will be necessary. Accordingly, requests for exceptions to or waivers from the policy established in this regulation will be forwarded through command channels to the Commanding General, AMC, ATTN: AMCPT-CR.

## CHAPTER I1

## INSPECTIONS

	<u>Section</u>
Civil Service Commission inspections	1
Department of the Army Surveys	2
On-site evaluations by Headquarters, AMC, and headquarters, major subordinate commands	3

## Section 1

## CIVIL SERVICE COMMISSION INSPECTIONS

	<u>Paragraph</u>
Inspection procedures	1-2
Effecting action	1-3

## INSPECTION PROCEDURES

## Notification

1-2a. The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, forwards copies of advance notices of U.S. Civil Service Commission inspections to Headquarters, AMC. If the installation or activity to be inspected is one reporting to an AMC major subordinate command, that command is promptly notified by Headquarters, AMC.

## Reports of Inspection

c.(1) Presence of a representative of the civilian personnel office of the immediate command (Headquarters, AMC, or headquarters of the major subordinate command, as appropriate) at oral closeouts of U.S. Civil Service Commission inspections of installations and activities is highly desirable since this will enable the command to determine the need for further assistance to the installation or activity being inspected. Each AMC installation and activity (including those reporting directly to the Commanding General, AMC), will notify its higher headquarters as soon as information is available concerning the date on which the oral report is to be made.

(2) The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, forwards copies of written reports of AMC installations and activities to Headquarters, AMC. Where the installation or activity reports to an AMC major subordinate command, Headquarters, AMC, furnishes a copy of the report to that command.



## EFFECTING ACTION

### Compliance Report

1-3a. Upon receipt of the compliance report, the installation or activity is required to put into effect only those actions with which there is complete agreement. All other actions, including disputed items as well as those contrary to Department of the Army or AMC policy, are to be processed as indicated in CFR11.3.

### Program Requirements and Suggestions

c. Compliance reports prepared within AMC will include a discussion of action taken or planned with respect to the optional suggestions for program improvement made in the U.S. Civil Service Commission report.

## Section 2

### DEPARTMENT OF THE ARMY SURVEYS

2-1. As in the case of U.S. Civil Service Commission inspections, presence of a representative of the immediate command (Headquarters, AMC, or headquarters of the major subordinate command, as appropriate) at oral closeouts of Department of the Army surveys at installations and activities is desired. In many cases agreement can be reached on the spot concerning action to be taken on the survey team recommendations, thus avoiding protracted subsequent correspondence.

## Section 3

### ON-SITE EVALUATIONS BY HEADQUARTERS, AMC, AND HEADQUARTERS, MAJOR SUBORDINATE COMMANDS

	<u>Paragraph</u>
Evaluation of operating civilian personnel programs	3-1
Basic elements of on-site evaluation program	3-2
Evaluation of staff civilian personnel programs	3-3

### EVALUATION OF OPERATING CIVILIAN PERSONNEL PROGRAMS

3-1. The staff civilian personnel offices in Headquarters, AMC, and the headquarters of each of the major subordinate commands are responsible for on-site evaluations of operating personnel programs in installations and activities reporting to their commanders. The objectives of these evaluations are:

- a. Continuing surveillance over current operations in order to identify problem areas by subject matter and organizational location,
- b. Systematic program analysis and evaluation.
- c. Adequate base for systematic program planning; development of policies, programs, and standards designed to meet the particular needs of the command; and appropriate staff direction and assistance to subordinate activities.

#### BASIC ELEMENTS OF EVALUATION PROGRAM

3-2. The program for on-site evaluation of civilian personnel operation, as carried out by Headquarters, AMC, and headquarters of each major subordinate command, will incorporate the following six basic elements:

- a. Policy. A program for periodic, systematic on-site evaluations of civilian personnel operations in each installation or activity reporting to the commander, by members of the staff civilian personnel office, at least once every 18 months.
- b. Schedules. Advance planning of schedules to permit orderly meeting of the 18-month cycle of on-site evaluations, to include advance provision of necessary travel funds and designation and training of evaluation team personnel.
- c. Guidelines. Conduct of on-site evaluations in accordance with published guidelines and standards prepared by Headquarters, AMC, and distributed to installations to provide a basis for common understanding of what is expected in quality of performance by operating civilian personnel offices.
- d. Conduct. To provide the advantages of program review "in depth," plus expert staff assistance in specialized areas, the on-site evaluations will be conducted by teams of civilian personnel specialists.
- e. Reports. Presentation of both oral and written reports to the installation commander in connection with each on-site evaluation; use of reports as a medium for identifying program strengths and weaknesses; identifying the causes of the latter; and furnishing constructive staff assistance and guidance.
- f. Followup. Provision of effective followthrough on correction of deficiencies in individual installations revealed through on-site evaluations. Provision for systematic, periodic review of evaluation results for the purpose of identifying significant civilian personnel problems and using the results in formulating civilian personnel programs.

Note. In a number of instances, an operating civilian personnel office under either Headquarters, AMC, or one of the major subordinate commands furnishes civilian personnel services to an installation or activity of another command element of AMC. In these cases, the servicing headquarters will include the serviced installation or activity in its on-site evaluation, and will provide a copy of the report to both the serviced installation and its higher headquarters. Where the report reveals that corrective action is required on the part of the servicing civilian personnel office, "followup" on the corrective action will be the responsibility of the servicing headquarters. Where requirements for corrective action need to be addressed to the commander of the serviced installation or activity, the servicing headquarters and the serviced headquarters will coordinate in preparation of the corrective action letter.

#### EVALUATION OF STAFF CIVILIAN PERSONNEL PROGRAMS

3-3. Staff civilian personnel offices are concerned with supervising the work of operating civilian personnel offices. Headquarters, AMC, and each major subordinate command has a staff civilian personnel organization for carrying out this function. Evaluation of how well the major subordinate commands carry out their staff civilian personnel function is the responsibility of Headquarters, AMC. The evaluation will be accomplished in part by periodic on-site visits, to be conducted by members of the staff of the Director of Personnel and Training, AMC. Evaluation standards will be made available to the major subordinate commands well in advance of actual on-site visits.

## CHAPTER I10

## INCENTIVE AWARDS

	<u>Section</u>
General Provisions -----	1
Awards -----	2

## Section 1

## GENERAL PROVISIONS

	<u>Paragraph</u>
References -----	1-1
Purpose -----	1-2
Policy -----	1-3
Authority -----	1-4
Incentive Awards Review Boards -----	1-5
Awards ceremonies -----	1-6
Appendix A. Coverage, Criteria, and Benefits of Award.	
B. Biographical Sketch for Honorary Awards.	
C. Checklist for Official Escort Officer at Awards Ceremonies.	

1. References.
  - a. AR 672-5-1, Awards.
  - b. AR 672-301, Incentive Awards.
  - c. AR 672-304, Army Research and Development Achievement Awards.
  - d. AR 350-101, Joint Colleges.
  - e. CPR 400, Chapter 430, Department of the Army Performance Evaluation Plan.
  - f. CPR 990-2, Hours of Duty, Pay, and Leave, Annotated.
  - g. CPR 400, Chapter 410, Employee Development.
  - h. CPPM 1, Section 12, Incentive Awards.
2. Purpose. This chapter implements Army policy and instructions with regard to the Army Incentive Awards Program.
3. Policy.
  - a. The Army Incentive Awards Program will be administered as an integral part of the civilian personnel administration. The Army Management Plan, the program covering cash awards for inventions and scientific achievements, applicable to both military and civilian personnel, will be operated on a unified basis.

b. Full support will be given to the Army Incentive Awards Program. Timely and equitable consideration will be provided all recommendations and nominations for honorary recognition and competitive developmental awards for which civilian employees of AMC are eligible. The importance of morale and productivity are such as to warrant evaluation at the highest echelon of command.

c. Commanders at all echelons in AMC will actively support the solicitation and consideration of written suggestions from all Army personnel, military and civilian, intended to improve operations, reduce costs, and support morale. They will assure the active interest and participation of both military and civilian personnel in programs relating to inventions and scientific achievements. They will assure the appropriate and consistent use of the various types of incentive awards to provide an effective means for recognizing deserving employees for performance of assigned duties or for other personal acts or achievements meriting recognition.

d. (Added) Awards ceremonies will be arranged for selected high level awards such as the Presidential Award for Distinguished Civilian Service; the Department of Defense Distinguished Civilian Service Award; the Department of the Army Decoration for Exceptional Civilian Service; the National Civil Service League Career Service Award; the Arthur S. Flemming Award; Federal Woman's Award; Rockefeller Public Service Award; and the William A. Jump Memorial Award, and those awards of singular merit and importance resulting in significant monetary savings.

e. (Added) Recipients of high level awards selected for inclusion in special awards ceremonies, at this or higher headquarters, will be provided every assistance for the arrangements of travel, transportation, and housing accommodations. An official escort officer for the recipient as well as his invited guests, will be designated by Headquarters, AMC. Invitational Travel Orders, when deemed appropriate and in the best interests of the Army, will be issued by Headquarters, AMC, to the immediate members of the awardee's family or household, including parents and/or children.

1-4. Authority. a. Each installation and activity commander is authorized to grant or approve awards in accordance with the authority granted by the Secretary of the Army in Army regulations.

b. Authority has been delegated to the commander of each major subordinate command to grant or approve decorations and awards to civilian personnel as specified in paragraph 8c(3), AR 672-301.

c. Award recommendations that require consideration by the Commanding General, AMC, or higher authority will be signed by the installation or activity commander and the commander of the appropriate major subordinate command and will be submitted in an original and nine copies.

1-5. Incentive Awards Review Boards. a. The AMC Executive, Developmental, and Incentive Awards Review Board has been established to review recommendations made by Headquarters, AMC, major subordinate commands, and separate installations and activities reporting directly to Headquarters, AMC, for nomination of candidates for the specified awards. This board will recommend to the Commanding General, AMC, nominations on an AMC-wide basis for submission to DA and higher authority for final approval, and take appropriate action on nominations for awards that the Commanding General, AMC, is authorized to grant with respect to the following awards:

- (1) Presidential Award for Distinguished Civilian Service.
- (2) Department of Defense Distinguished Civilian Service Award.
- (3) Department of the Army Decoration for Exceptional Civilian Service.
- (4) Department of the Army Distinguished Civilian Service Medal.
- (5) Department of the Army Outstanding Civilian Service Medal.
- (6) Department of the Army Meritorious Civilian Service Award.
- (7) Certificate of Appreciation for Patriotic Civilian Service.
- (8) Army Research and Development Achievement Award.
- (9) National Civil Service League Career Service Award.
- (10) Arthur S. Flemming Award.
- (11) Federal Woman's Award.
- (12) Rockefeller Public Service Award.
- (13) William A. Jump Memorial Award.
- (14) Special act or service awards (additional cash awards).
- (15) Suggestion awards (additional cash awards).
- (16) National War College Award.
- (17) Industrial College of the Armed Forces Award.
- (18) Army War College Award.

- (19) Secretary of the Army's Research and Study Fellowship.
- (20) Army Comptrollership School, Syracuse University Award.
- (21) National Institute of Public Affairs Career Education Award.
- (22) Princeton University's Educational Program for Federal Officials at Mid-Career.
- (23) Defense Systems Analysis Education Program.

b. The Director of Personnel and Training, Headquarters, AMC, will preside over the board, which is composed of top management representatives. A nonvoting executive secretary will be provided by the Director of Personnel and Training.

c. The commander of each major subordinate command will establish a similar Incentive Awards Review Board. The membership of such boards will reflect a personnel structure commensurate with the high level of the awards that are reviewed. The boards will operate in consonance with policies, procedures, and criteria established in AR 672-301, CPR 400, and this regulation.

d. Where there is substantial activity by military personnel in the areas of suggestions, inventions, or scientific achievements, the organizational element concerned with military personnel administration will be represented.

1-6. Awards ceremonies. a. The Chief, Civilian Personnel Division, Directorate of Personnel and Training, Headquarters, AMC, is responsible for full implementation of the policy announced in paragraph 1-3d.

(1) Upon receipt of notification of a special awards ceremony to be conducted by this or higher headquarters, he will:

(a) Appoint an official escort officer for the awardee and his guests.

(b) Inform the Commanding General, AMC; the appropriate major subordinate command; and the command element to which the individual(s) is/are assigned of the name(s) of the individual(s) to be honored; type of award to be presented; the time, date, and place of the ceremony; person who will present the award; and the names of the designated sponsors.

(c) Obtain a list of representatives from this and subordinate command elements who will attend the ceremony; and a listing of the awardee's guests.

(d) Arrange for Invitational Travel Orders for guests of the awardee, when deemed appropriate and in the best interests of the Army.

(e) Make arrangements for all housing accommodations required for awardee, his guests, and command representatives.

(f) Provide transportation locally, as required.

(g) Arrange for necessary photographic and news coverage.

(2) Matters requiring the personal decision of the Commanding General, AMC, will be coordinated with the Secretary of the General Staff, through the Director of Personnel and Training, Headquarters, AMC.

(3) The AMC official escort officer will insure that all arrangements for attendance of the awardee and his guests at the awards ceremony have been completed in a timely manner. The AMC official escort officer will meet the awardee and his guests, as prearranged, upon arrival in the area and escort them to their housing accommodations, as appropriate. On the day of the ceremony, the AMC official escort officer will accompany the awardee and his guests to and from the place of the ceremony and render any assistance required.

(4) A checklist for use by the AMC official escort officer is included in appendix C, this section.

b. Commanders of major subordinate commands and of installations and activities reporting direct to Headquarters, AMC, are responsible for insuring that:

(1) Appropriate officials of their headquarters are designated to coordinate with Headquarters, AMC, regarding arrangements for attendees at awards ceremonies.

(2) Appropriate command representatives are designated to attend the ceremony.



## Appendix A

## COVERAGE, CRITERIA, AND BENEFITS OF AWARD

Decoration	DECORATION FOR EXCEPTIONAL CIVILIAN SERVICE	MERITORIOUS CIVILIAN SERVICE AWARD
Coverage of Nomination	Minimum of 1 year	Minimum of 1 year
Criteria	Employee's achievements or contributions must have been exceptional.	Employee's achievements or contributions must have been exemplary or outstanding.
Benefits and Award	<p>Highest Army award</p> <p>Gold medal, lapel rosette, and citation certificate</p> <p>\$200 for heroic act</p>	<p>Second highest Army award</p> <p>Bronze medal, lapel rosette, and citation certificate</p> <p>\$100 for heroic act</p>

## Appendix A--Continued

Decoration	"OUTSTANDING" PERFORMANCE RATING	QUALITY INCREASE	SUSTAINED SUPERIOR PERFORMANCE AWARD
Coverage of Nomination	1 full year	At least 6 months	At least 6 months
Criteria	Exceeds normal performance in <u>all</u> aspects of work assigned.	Satisfactory performance in every respect.  Overall high quality in major rating elements.  Expectation of continuing high quality performance in future.	Satisfactory performance in every respect.  Clearly exceeds standards on majority of major duties.
Benefits and Award	<p>Commendation Certificate.</p> <p>4 years service added to retention subgroup for RIF.</p> <p>Major factor in evaluating candidates under Merit Placement and Promotion Program.</p>	<p>Monetary award in the form of a salary increase equivalent to a normal step increase prevailing for the GS grade of the employee.</p>	<p>Commendation Certificate.</p> <p>Monetary, one-time cash award based on pay schedule and grade of position.</p>

## Appendix A--Continued

Decoration	SPECIAL ACT AND SERVICE AWARD	CERTIFICATE OF ACHIEVEMENT
Coverage of Nomination	Nomination must be initiated within 6 months after the act or service.	None specified.
Criteria	<p>Recognition of individual employees or groups of employees for accomplishment of act, or service of special benefit to the Army.</p> <p>Contributions may or may not involve measurable monetary benefits.</p> <p>May fall within or without assigned job responsibilities.</p>	<p>Recognition of employees for accomplishing assigned duties in a commendable manner in devising and improving work methods and procedures which result in savings of manpower time, space, or materials.</p> <p>Improved work performance, personal diligence, or initiative responsible for meeting mission requirements or special workload projects, involving unexpected difficulties and operational demands.</p>
Benefits and Award	<p>Commendation Certificate (DA Form 2443)</p> <p>Monetary award based on significance of contribution.</p>	<p>Certificate of Achievement (DA Form 2442)</p>

## Appendix B

BIOGRAPHICAL SKETCH FOR HONORARY AWARDS  
(Complete all items, if not applicable,  
indicate "NA." Additional items may  
be added as appropriate)

1. Date of birth.
2. Place of birth.
3. Education.
  - a. Schooling, other than elementary or high school.
  - b. Degrees conferred.
  - c. Academic honors.
  - d. Self-development and training activities.
4. Job progression.
  - a. Show only assignments, Federal or others, bearing on the nominee's qualifications for the award; discuss very briefly the significance of each assignment. Define technical terms used in the recommendation so they will be understandable to lay groups.
  - b. Service computation date.
  - c. Civilian service with Department of the Army.
5. Awards received listed in chronological order.
6. Military status and history.
7. Community activities. (Stature in the community.)
8. Published works in science, technology, or the humanities.
9. Listings in major biographical dictionaries.
10. Membership in learned societies.

Appendix C

CHECKLIST FOR OFFICIAL ESCORT OFFICER AT AWARDS CEREMONIES

Name of awardee:

Organization:

Type of award to be presented:

YES

1. Awardee contacted.
2. Sponsor of awardee ascertained.
3. List of awardee's guests obtained.
4. List of command representatives obtained.
5. Hotel reservations made for awardee, guests, and command representatives.
6. Invitational Travel Orders issued.
7. Transportation arrangements made for awardee, guests and command representatives.
  - a. Arrival
  - b. Return
8. Itineraries established and verified.
9. Photographic and news coverage arranged.
10. Routes to be traveled established and time-distance determinations made.
11. Carrying-case for award provided.
12. Determination made if ceremony will be followed by a luncheon or coffee.
13. Luncheon or coffee arrangements made.
14. Floral arrangements made.

## Section 2

## AWARDS

	<u>Paragraph</u>
Army Suggestion Plan -----	2-1
"Outstanding" performance rating -----	2-2
Quality Increases -----	2-3
Sustained Superior Performance Award -----	2-4
Administrative controls -----	2-5
Special act and service awards -----	2-6
Meritorious Civilian Service Awards -----	2-7
Outstanding Civilian Service Awards -----	2-8
Certificate of Appreciation for Patriotic Civilian Service ---	2-9
Honorary Awards -----	2-10
Research and Development Achievement Awards -----	2-11
Invention Awards -----	2-12

2-1. Army Suggestion Plan. a. Effective administration of the suggestion program will require periodic evaluation to assure that DA objectives and goals are attained. Each commander is responsible for taking appropriate action when an analysis of the program, made at least quarterly, shows need for improvement.

b. Suggestions that require evaluation above the local installation or activity level will be forwarded by the local office of primary interest, with significant comments, to the office of primary interest at the next level of command having technical jurisdiction over the subject matter. Suggestion evaluation correspondence will follow the same channels as any other official correspondence and will not be forwarded through incentive awards channels.

c. The commander of each major subordinate command is delegated authority to grant the awards specified in paragraphs 11b(1), (2), and (3), AR 672-301, for his eligible personnel and eligible personnel of activities and installations reporting directly to him. This authority may not be redelegated. An adopted suggestion that merits an award in excess of amounts authorized in those paragraphs will be forwarded, together with recommendation, pertinent information, and justification, to the Commanding General, AMC, ATTN: AMCPT-CM.

2-2. "Outstanding" performance rating. An "Outstanding" performance rating is in itself a significant form of employee recognition and will not automatically be accompanied by a Quality Increase or a Sustained Superior Performance Award. A recommendation for an additional award to an employee who has been granted an "Outstanding" performance rating must

clearly demonstrate the extent to which performance meets or exceeds the specific criteria established for a Quality Increase, Sustained Superior Performance Award, or any other cash or honorary award under the Army Incentive Awards Program.

2-3. Quality Increases. a. Quality Increases have been authorized as a special pay incentive under the Federal Salary Reform Act of 1962 and are limited to Classification Act employees. The purpose of the Quality Increase is to provide incentive and recognition in terms of salary to those outstanding employees who perform at more productive levels and demonstrate expectation of continued high level performance in the future

b. A Quality Increase approved after an employee is reassigned with AMC will be granted. The commander of the losing installation or activity will be considered the approving authority when the reassignment involves change of appointing officers within AMC.

c. A Quality Increase approved after an employee receives a change to a lower grade as a result of reevaluation of his position will be granted in the same position. In this situation, however, consideration should also be given to the use of the Sustained Superior Performance Award

d. A Quality Increase approved after an employee receives a change to a lower grade in a different position will not be granted. However, the provisions of paragraph 21c, AR 672-301, concerning the Sustained Superior Performance Award, are applicable in this situation.

e. A Quality Increase approved after an employee receives a promotion to a higher grade will not be granted, as the intent of the award to recognize high quality job performance is considered to have been satisfied through the promotion action.

2-4. Sustained Superior Performance Award. a. The Sustained Superior Performance Award is a one-time cash award granted to Wage Board and Classification Act employees in recognition of performance that exceeds the standards established for the job for a period of at least 6 months.

b. The commander of each major subordinate command is authorized to grant waivers to the time limitation specified in paragraph 21c, AR 672-30 for his civilian employees and civilian employees of the activities and installations reporting directly to him. This authority may not be redelegated.

2-5. Administrative controls. a. Administrative procedures and controls will be established to maintain a prudent and balanced use of the Sustained Superior Performance Award and the Quality Increase. Within AMC this balance will be achieved during each fiscal year by granting a

combination of Quality Increases and Sustained Superior Performance Awards to a maximum of 5 percent of the total civilian work force, with the provision that Quality Increases will not exceed 3 percent of the Classification Act employees.

b. Each local Incentive Awards Review Board will:

(1) Apply the 5 percent maximum on a quarterly basis, granting, to the extent appropriate, Quality Increases and Sustained Superior Performance Awards.

(2) Decide whether the unused portion of the quarterly quota, if any, will be applied toward any of the following quarters of the fiscal year or forfeited.

(3) Assure that individuals who are granted "Outstanding" performance ratings are given full consideration for Quality Increases, Sustained Superior Performance Awards, or other applicable monetary awards for their exceptional achievements.

c. The top operating officials at the highest organizational levels, such as divisions or directorates, will:

(1) Review recommended "Outstanding" ratings for their employees and determine whether they meet the criteria for the Quality Increase, Sustained Superior Performance Award, or any other honorary or cash award applicable.

(2) Consider only the most deserving employees for Quality Increases and Sustained Superior Performance Awards.

2-6. Special act and service awards. The commander of each major subordinate command is authorized to grant the awards specified in paragraph 26b, AR 672-301, for his eligible personnel and eligible personnel of activities and installations reporting directly to him. This authority may not be redelegated. Cash awards in excess of \$500 require the approval of the Commanding General, AMC, and the Secretary of the Army.

2-7. Meritorious Civilian Service Awards. The commander of each major subordinate command is authorized to grant the awards specified in paragraph 36, AR 672-301, for his civilian employees and for civilian employees of the activities and installations reporting directly to him. This authority may not be redelegated.

2-8. Outstanding Civilian Service Awards. The commander of each major subordinate command is authorized to grant the Outstanding Civilian Service Award as specified in paragraph 39a, AR 672-5-1, to private citizens on



behalf of the Secretary of the Army when the contribution is of significance to or within the major subordinate command concerned only. This authority may not be redelegated.

2-9. Certificate of Appreciation for Patriotic Civilian Service. The commander of each major subordinate command is authorized to award the Certificate of Appreciation for Patriotic Civilian Service as specified in paragraph 178, AR 672-5-1, for services rendered to elements of the Army under his jurisdiction. This authority may not be redelegated.

2-10. Honorary Awards. a. High honorary awards such as the Presidential Award for Distinguished Civilian Service, Department of Defense Distinguished Civilian Service Award, Decoration for Exceptional Civilian Service, Federal Woman's Award, and National Civil Service League Career Service Award are appropriate not only for one or more remarkable achievements but also for recognizing extended periods of distinguished service. The record of service and specific contributions should progressively build up over a considerable period of years to the point where it is apparent that the employee's aggregate achievements have been exceptional and should be officially recognized as such. In this progression, the employee should have been considered and recognized for the lower level awards in recognition of his earlier and lesser accomplishments.

b. To improve the administration of this phase of the program and assure recognition at higher levels, steps should be taken to provide:

(1) A wider consideration to eligible employees at all grade levels for honorary awards.

(2) Emphasis for the greater use of all types of honorary awards rather than only the highest types of these awards.

(3) Complete justification required by the governing regulation to show in specific terms the basis for the proposed award.

(4) In addition to regulatory justification in support of the applicable award, a brief biographical sketch as outlined in appendix B, section 1, for each recommendation for the high level honorary award.

2-11. Research and Development Achievement Awards. a. Commanders of major subordinate commands and of installations and activities having research, development, test, and evaluation functions will establish and maintain local achievement awards programs that will complement the Department of the Army Research and Development Achievement Awards Program as described in AR 672-304.

b. Local achievement awards programs will be designed to provide an additional means of recognition for outstanding research and development achievements of scientific, engineering, technical, and subprofessional personnel in the middle and lower civilian grades.

c. Commanders of major subordinate commands may develop supplemental command research and development achievement awards programs for installations and activities under their jurisdiction.

d. Command and local awards programs will provide for review of nominations by a committee of senior scientific and engineering personnel.

e. Personnel granted command or local installation awards may be further nominated for Department of the Army Research and Development Achievement Awards.

2-12. Invention Awards. a. When an application for an invention made by a member of the U.S. Army Materiel Command has been filed in the United States Patent Office, the patent section filing the application will notify the local incentive awards committee of such action. Similar notification will be made to the local incentive awards committee when a patent is issued or a notice of allowability is received.

b. The commanders of major subordinate commands, installations, and activities are authorized to grant invention awards, accepting the prima facie evidence set forth in paragraph 20g, AR 672-301.

c. Payment of the appropriate cash award for invention applications, patent issuances, and notices of allowability will be made to eligible AMC personnel in accordance with section III, AR 672-301.



## CHAPTER L1

## LEAVE

Military leave

Section

5

## Section 5

## MILITARY LEAVE

General provisions

Paragraph

5-1

## GENERAL PROVISIONS

5-1.b. Army policy with respect to leave of absence for military training purposes recognizes that on occasion the workload of an installation or activity may be such as to warrant a request for rescheduling the reservist's training duty. However, while workload considerations may on occasion be a valid basis for requesting a rescheduling of leave for military training purposes, workload may not be used as a basis for continual denial of leave. Within AMC it is incumbent upon commanders, working cooperatively with civilian employee military reservists and their unit commanders, to reschedule the workload to assure that each reservist has the opportunity to fulfill his annual reserve training obligation.



## CHAPTER M100

## MOBILIZATION PLANNING AND EXECUTION

General	<u>Chapter</u> <sup>1</sup>
Pre-emergency planning requisites	1
Evaluating mobilization program plans	2
	7

Chapter 1<sup>1</sup>

## GENERAL

References	<u>Section</u>
Planning responsibilities	I
Evaluating mobilization program plans	V
	VII

1-I. Reference.

27. The United States Army Materiel Command Basic Plan, short title: USAMC-BP; and annexes and appendixes thereto (when published).

1-V. Planning responsibilities.

5.d. Coordinating installation civilian personnel mobilization plans with the U.S. Civil Service Commission Regional Office and other Federal agencies having emergency civilian personnel responsibilities at the regional and local levels.

1-VII. Evaluating mobilization program plans.4. Headquarters, U.S. Army Materiel Command.

Headquarters, AMC (Civilian Personnel Division), will periodically conduct on-site evaluations of the civilian personnel mobilization programs of the major subordinate commands and those installations and activities reporting directly to Headquarters, AMC, using the criteria included in this section.

<sup>1</sup>The term "Chapter" is used here in order to maintain the identity of this regulation with the basic CPR M100.

5. Major Subordinate Commands, U.S. Army Materiel Command.

Major subordinate commands will periodically conduct on-site evaluations of the civilian personnel mobilization programs of their respective subordinate installations and activities, using the criteria included in this section.

## Chapter 2

## PRE-EMERGENCY PLANNING REQUIREMENTS

	<u>Section</u>
Job and manpower requirements	I
Recruitment	III
Training and development	V
Key operating cadres	VIII
Employment of Ready Reservists in key civilian positions	X (added)

2-I. Job and manpower requirements.2. Basic guidance in determining job and manpower requirements.

1. General guidance in estimating requirements and preparing mobilization tables of distribution is contained in annual AMC letters, subject: Development of the Mobilization TD Troop Basis. Subordinate commands prepare and submit their mobilization tables of distribution annually as requested in those letters.

2-III. Recruitment.1. General.

b. Add: The Civilian Personnel Officer should participate in the formulation of the mobilization table of distribution, since his knowledge of labor market conditions and anticipated skills shortages have a significant influence on the rapidity with which the workforce can be scheduled for effective expansion.

2. Manpower resources.

h. The civilian personnel mobilization file at the installation or activity should include a list of traditional recruitment sources and other recruitment sources available for utilization in an emergency. All these sources and the officials to be contacted should be precisely identified to expedite reference when required.

2-V. Training and development.3. Responsibilities.

Add: Commanders are responsible for assuring that an adequate number of employees are trained in damage assessment and other emergency functions concerned with the continuity of essential operations.



4. Training plans.

a. Add: The definite and detailed training plan should be maintained in a separate mobilization file for ready and continuing availability to mobilization planners. Availability of proposed training instructors under mobilization should be maintained under continuing surveillance to assure that these training instructors can be counted on in an emergency.

2-VIII. Key operating cadres.

3. Planning.

b.(5) Cadre planning should be fully documented, and the resulting documents should be maintained in a separate mobilization file where they are readily accessible to planning officials. Among these documents are current lists of cadre responsibilities, and training required and received.

2-X. Add: Employment of Ready Reservists in key civilian positions.

1. Key civilian positions are determined in accordance with the U.S. Department of Labor List of Critical Occupations. (See app. IV, AR 135-133.) The list of critical occupations is self-explanatory except for "Managerial Occupations, Key Positions." The definition for key positions of this type needs to be interpreted in the light of the organizational pattern of the headquarters, installation, or activity involved and should be limited to top-level positions within the organization. (For example: key managerial positions for this purpose within Headquarters, AMC, have been defined as positions with both the organizational rank of branch chief or higher and also a classification grade of GS-14 or higher.)

2. AR 690-8 requires commanders to complete part A of DD Form 1286 (Reserve Status Report) for each key employee who is a member of the Ready Reserve, and submit the form to the appropriate command or agency listed in the regulation, after first notifying the employee concerned. The command or agency to which DD Form 1286 is forwarded is responsible for determining the future reserve status of the individual employee reported on.

3. AR 135-133 prescribes special screening procedures for key civilian employees who are members of the Ready Reserve of the Armed Forces. The screening procedures outlined in section III, AR 135-133, are aimed at eliminating instances where a key civilian employee also holds a mobilization assignment as a Ready Reservist and will not be available to the Army within 30 days after the initiation of any future

mobilization. Failure to complete such screening is contrary to the basic purpose of the reserve mobilization assignment program, which is to provide additional qualified personnel to augment the existing staff in mobilization positions; ties up mobilization training spaces; and consumes training funds without adding any usable personnel strength on mobilization.

4. On a continuing basis, as personnel belonging to the Ready Reserve are assigned to key positions, the procedures prescribed by AR 690-8 will be followed. Consequently, as a matter of good personnel relations, before placing any Ready Reservist in a key position, the implications of the proposed appointment, promotion, or reassignment on his reserve status should be discussed with him.

5. Commanders of major subordinate commands, and commanders of installations and activities reporting directly to Headquarters, AMC, will:

a. Identify key civilian positions in their commands in accordance with the criteria set forth in paragraph 1.

b. Comply with the requirements of paragraphs 2, 3, and 4 for each key employee who is a member of the Ready Reserve.

c. Maintain a current record of the reserve status of key employees. This record should be used as a basis for training under-studies for key employees who are in the Military Reserve.

Chapter 7

FORMS, RECORDS, AND REPORTS MODIFIED  
FOR USE IN A DISASTER

Records  
Reports

Section  
II  
III

7-II. Records.

3. Mandatory records and files.

g. Post-attack information at emergency relocation and alternate sites.

(1) Reference:

TAG letter, 16 October 1963, file AGAM-P (M)  
(15 Oct 63) DCSPER OCP, subject: Occupational Inventory of Civilian  
Positions - Reports Control Symbol CSGPA-471 (DA Form 1629).

(2) Experience in previous mobilization readiness exercises has emphasized the importance of maintaining at emergency relocation sites data on which to base estimates of civilian personnel capabilities and requirements, and providing for automatic reporting of civilian personnel strengths after an attack.

(3) Headquarters, AMC (AMCPT), and major subordinate commands will:

(a) Maintain the following at their emergency relocation and alternate sites for installations and activities reporting directly to them:

1. A current Occupational Inventory of Civilian Positions, as required by the reference in (1) above.

2. A listing of all PL 313 and supergrade positions, showing positions filled, approved vacancies, current requirements, and additional requirements for mobilization, assuming removal of limitations of the number of such positions.

(b) Maintain advance reporting requirements to insure that as soon as firm information is available and communication facilities are adequate (considered in a time frame of 2 to 4 weeks after attack) the following post-attack information, by installation or activity, is available at the emergency relocation site:

1. Number of civilian employees on duty or available for duty in the following groups:

a. Engineering and Sciences (series: 100, 400, 600, 700, 800, 1300, and 1500).

b. Administration (series: 200, 300, 500, 900, 1100, 1700, and 1800).

c. Supply (series: 1900, 2000, and 2100).

d. Trades and Crafts (series: 1600, WB, and WBS).

e. Miscellaneous (series: 000, 1000, and 1200).

2. Minimum requirements in each category listed in 1 above, in terms of additional personnel, to permit performance of essential continuing functions.

### 7-III. Reports.

#### 2. Civilian personnel program reports.

b.(5) Installations and activities under major subordinate commands will prepare the Emergency Civilian Personnel Program Report as of the last day of each month for the duration of the emergency period. The report, in an original and three copies, will be dispatched to reach the appropriate major subordinate command by no later than the 5th workday of the month following the report period.

b.(6) Installations and activities reporting directly to Headquarters, AMC, will prepare the Emergency Civilian Personnel Program Report as of the last day of each month for the duration of the emergency period. The report, in an original and three copies, will be dispatched to reach Headquarters, AMC, ATTN: AMCPT-CE, by no later than the 5th workday of the month following the report period.

b.(7) Major subordinate commands will dispatch their summaries of analyses, action taken or proposed, and urgent requirements for assistance, as provided by (2) above, in an original and three copies, to reach Headquarters, AMC, ATTN: AMCPT-CE, by no later than the 9th workday of the month following the report period.



CHAPTER N1

INSERVICE PLACEMENT ACTIONS

Standards and Requirements

Section  
2

Section 2

STANDARDS AND REQUIREMENTS

Written Test Requirement

Paragraph  
2-5

WRITTEN TEST REQUIREMENT

2-5.d. (Added) For this purpose, approval by the major command concerned is defined as approval by the headquarters of the major subordinate command. However, in all instances where a written test requirement is approved, Headquarters, AMC, should be provided the following information:

- (1) Title, grade, series, and location of the positions for which the written test requirement was approved.
- (2) Number of positions involved, for which the requirement will be applicable.
- (3) Copy of the test to be used, if other than a U. S. Civil Service Commission test. Identification of the test, if a Commission test.
- (4) Basis for decision to approve use of the test, e.g., data on validity of the test for the purpose being used, etc.



CHAPTER P3  
BASIC PAY RATES

Classification Act Positions

Section  
2

Section 2

CLASSIFICATION ACT POSITIONS

Change to Lower Grade of Employees Eligible  
for Salary Retention Benefits

Paragraph  
2-7

Demotion or Reassignment at Employee's Request

2-7.b.(1)(b)1 (Added) Salary retention benefits are applicable to employees otherwise eligible who decline to transfer with their functions outside the commuting area and accept lower grade positions within their present commuting areas.





CHAPTER P4  
PERFORMANCE APPRAISAL

	<u>Section</u>
General provisions	1
Rating process	4

Section 1

GENERAL PROVISIONS

	<u>Paragraph</u>
Responsibilities of commanders of major subordinate commands	1-6

RESPONSIBILITIES OF COMMANDERS OF MAJOR SUBORDINATE COMMANDS

1-6. The commander of each major subordinate command will:

a. Assure that headquarters organizations and subordinate installations and activities establish and maintain adequate programs which provide for the development and utilization of the total workforce through effective appraisal of individuals and through planned actions to improve the performance, development, and utilization of employees at all levels.

b. Integrate performance appraisal plans with other management programs and activities of his organization.

c. Assure that all echelons of supervision under his jurisdiction are properly trained, and that they act appropriately to achieve the objectives and meet the requirements of this regulation.

d. Maintain periodic review, evaluation, and control of installation and activity programs to assure an overall effective performance appraisal program in the major subordinate command.

Section 4

RATING PROCESS

	<u>Paragraph</u>
General	4-1
Official actions based on ratings	4-10

GENERAL

4-1c. The official appraisal and rating will be recorded on DA Form 2302-4 (Employee Performance and Career Appraisal) for all employees included in career field programs. DA Form 1052 (Employee Performance Appraisal) will be used for recording the official appraisal and rating of all other employees. Specific instructions pertaining to the use of DA Form 2302-4 are contained in CPR CPL.

OFFICIAL ACTIONS BASED ON RATINGS

4-10a. Since the "Outstanding" performance rating is in itself a significant form of employee recognition, such consideration will not be construed as an automatic indication or implication that the employee qualifies for any other award. The recommendation for an additional award to an employee who has been granted an "Outstanding" rating must clearly demonstrate the extent to which his performance meets or exceeds the specific criteria established for a Quality Increase, or any other cash or honorary award under the DA Incentive Awards Program. In all cases, adequate review and control must be exercised and maintained to assure that the overall aims, objectives, and implementing actions of the performance appraisal program are not rendered ineffective by the granting of additional awards which reflect a consistently repetitive pattern in individual cases. The following criteria apply when an employee who has received an "Outstanding" rating is being considered for additional awards:

(1) Additional awards will be considered on their own merits and will not be granted solely on the justification presented in support of the "Outstanding" rating. Clear evidence must exist that the employee has earned, and is entitled to, recognition other than that accorded by the "Outstanding" rating.

(2) Quality Increases for Classification Act employees will be considered only in accordance with DA CPR P8 and this regulation.

(3) "Sustained Superior Performance" awards will be considered for Wage Board and Classification Act employees in accordance with AR 672-301, and AMCR 690-3, Chapter 110.

(4) Additional cash awards will be granted only in cases where a suitable honorary award is not appropriate.

## CHAPTER P8

## STEP INCREASES

Section

Quality Increases--Classification Act  
employees

3

## Section 3

## QUALITY INCREASES--CLASSIFICATION ACT EMPLOYEES

Paragraph

General	3-1
High quality performance	3-2
Relationship to Outstanding Performance Ratings	3-3
Relationship to incentive awards	3-4

## GENERAL

3-1 d. Applicability.

(1) Quality Increases have been authorized as a special pay incentive under the concept of a flexible pay management system. Selective and discriminative use of the Quality Increase provision will tend to diminish unwarranted demands for high grades as the means for providing special pay recognition for individual high quality job performance. Quality Increases will be administered and promoted throughout AMC as an integral part of Employee Performance Appraisal (CPR P4) and the Incentive Awards Program (AR 672-301). Supervisory responsibility and practices in administration of Quality Increases will be aimed at placing emphasis upon quality of performance, the continuance of high level performance, and increased productivity.

3-1 f. Limitation.

The Quality Increase will not be granted on a repetitive basis for individuals when:

(1) Other forms of recognition provided by the Incentive Awards Program are appropriate.

(2) Repeated nominations are based upon merely updated justification of performance for which a Quality Increase was formerly granted.

## HIGH QUALITY PERFORMANCE

3-2 d. Administrative procedures and controls will be established and maintained to assure management of balanced and prudent use of the program. Continuing review and analysis of local Quality Increases will be made to identify organizational units and supervisory practices reflecting indiscriminate judgment. Specific advice will be provided to operating officials and supervisory personnel to assure full application of criteria and to avoid excessive concentration of Quality Increases within specific grade levels, categories of positions, or organizational elements.

## RELATIONSHIP TO OUTSTANDING PERFORMANCE RATINGS

3-3 b. An Outstanding Performance Rating is in itself a significant form of employee recognition and will not automatically be accompanied by a Quality Increase. The nature of the employee's achievements, his performance, particularly with respect to the expectation of continued high quality performance, and the applicability of other appropriate awards or recognition under the Incentive Awards Program will be considered in determining whether the employee should be granted a Quality Increase.

## RELATIONSHIP TO INCENTIVE AWARDS

3-4 d. (Added) Employees granted a Quality Increase will therefore not be further recognized for special acts or accomplishments performed during the same time period unless such acts or accomplishments represent achievements other than the performance justifying consideration for the Quality Increase.

## CHAPTER P26

## DUAL EMPLOYMENT AND DUAL COMPENSATION

Special requirements in employment of retired members of the armed forces	Paragraph 1-12 (added)
Employment of Ready Reservists in key civilian positions	1-13 (added)

SPECIAL REQUIREMENTS IN EMPLOYMENT OF  
RETIRED MEMBERS OF THE ARMED FORCES

The policy of the Commanding General, AMC, on the subject of employment of retired members of the Armed Forces is contained in the General, Army Materiel Command, Policy Book," in Policy 690-1. This policy is governing in all cases involving employment or employment of retired members of the Armed Forces in any element is quoted in full below:

"The employment of retired members of the uniformed services in this and will be guided by the basic principle of absolute fairness to the retired person seeking employment and the career civilian employee. This principle can best be achieved by scrupulous adherence to spirit as well as the letter of the policy set forth in Department of the Army Civilian Personnel Circular No. 27, 1964. This circular states the retired applicant in precisely the same position as any other non-service applicant provided 180 days have passed since retirement.

In those cases where existing regulations require Secretarial and Civil Service Commission level approvals prior to the appointment of retired members of the Armed Forces to civilian positions I desire commanders at all levels personally evaluate the justifications stated under the provisions of DA CPC No. 27 prior to forwarding same."

In making recommendations to Headquarters, AMC, for employment of members of the Armed Forces, all elements identified in the DA CPC 27, 1964, will be complied with. This information will be included in the order in which it is identified in the appendix.

EMPLOYMENT OF READY RESERVISTS  
IN KEY CIVILIAN POSITIONS

While the statutes governing dual employment and dual compensation affect the employment in a civilian capacity of members of the reserve of the armed forces, there are certain requirements in connection with assignment of Ready Reservists to key civilian positions. Requirements are contained in chapter M100, section 2-X.



CHAPTER P30

POSITION AND PAY MANAGEMENT  
BASIC POLICIES AND REQUIREMENTS

Job evaluation complaints and appeals

Section  
5

Section 5

JOB EVALUATION COMPLAINTS AND APPEALS

Department of the Army job evaluation  
complaints and appeals

Paragraph  
4

5-2.f.(3) Add: The appeal file forwarded to the command will also include a transmittal letter signed by the installation or activity commander, reaffirming his decision on the matter being appealed.

5-2.f.(4)(c) Add: Within AMC, the commanders of major subordinate commands have authority to grant the employee's appeal. All other appeals will be forwarded to Headquarters, AMC, for decision.





CHAPTER P32  
POSITION MANAGEMENT

General provisions	<u>Section</u> 1
--------------------	---------------------

Section 1

GENERAL PROVISIONS

	<u>Paragraph</u>
Objectives	1-2
Responsibilities	1-3

OBJECTIVES

1-2.g. To stimulate staff and line management to be alert to the ever-changing relationship between position requirements and program requirements. To assure attention to decreased or different needs as well as greater needs. To assure plans to cope with the changes in advance of their occurrence.

RESPONSIBILITIES

1-3,b(4) As a means of accomplishing the objectives and responsibilities above, the proposed table of distribution (TD) (DA Form 608-4) for each major subordinate command headquarters and each installation and activity that reports directly to Headquarters, AMC, will be reviewed and approved for soundness and appropriateness of position structure. This review and approval will be accomplished by the Civilian Personnel Division concurrent with the review by the Manpower Division and the Military Personnel Division of the Directorate of Personnel and Training, and by the Management Science Office, Headquarters, AMC.

(5) Position structure will be reviewed upon initial receipt of request for approval of TD and upon subsequent request for changes to an approved TD in accordance with the following:

(a) The proposed position structure will be reviewed and approved on the basis of the DA policy for "Economy of Position Structure" (CPR P30 1-2.a.), official mission statements, organization structure demonstrated on the TD, and any other additional information supplied with the request. Specific consideration will be given to published position classification standards, mission assignments, organization structure, pattern and progression of position structure, external management relationships, and internal

supervisory relationships. In addition, the review will include comparison, for internal alignment, with similar or related position structures throughout AMC, as they relate to the position structure in the TD under review.

(b) Position structure reviewed and approved by Headquarters, AMC will not constitute the grade evaluation approval. As stated in paragraph 11 appendix I, AR 310-41, "The reflection of civilian spaces by grade on the TD does not constitute a legal authorization for the grade reflected. Final grade determination is subject to the regulations and standards of the U.S. Civil Service Commission and the Secretary of the Army."

"(c) When a table of distribution (TD), table of distribution--allowances (TDA), or modified table of distribution and allowances (MTDA), has been approved, grades authorized at GS-11 or above will not be exceeded. Occupational series of positions at GS-11 or above will not be changed from professional to nonprofessional series without prior approval of Headquarters, AMC (AMCPT). Duty assignments will be revised, where necessary, to avoid the classification of any position at a grade level higher than authorized on the TD, TDA, or MTDA. All Wage Board Leader positions, all Wage Board Supervisor positions, all positions in Special Pay Codes or other Special Wage Rate Schedules and those Regular Wage Board positions, authorized at WB-09 or above, will not be exceeded. Wage Board positions at WB-08 and below, and General Schedule positions at GS-10 and below, may be changed at the discretion of the appointing officer. However, such positions may not be increased to WB-09 or GS-11 without prior approval."

(d) Changes in organizational location or supervisory relationship of positions at GS-11 or above require prior TD approval.

(e) Nothing in this regulation should be interpreted as requiring that all positions be established as high as the authorized levels. The TD structure is the maximum grade authorized. It is expected and encouraged that many positions will be constructed in such a way that the actual grade is below the maximum.

(6) The commanding general of each major subordinate command will review the position structures as recommended on the TD (DA Form 608-4) for each installation and activity reporting to his headquarters. Such reviews will be accomplished for the same purposes and in the same manner as set forth above for reviews conducted by Headquarters, AMC.

1-3.c(6)(a) The commander of each major subordinate command and of each installation and activity will insure that the recommended TD and changes thereto are prepared with full consideration and application of position and pay management policies.

(b) Each commander will insure the preparation of job descriptions and necessary evaluation reasoning to comply completely with governing regulations and position classification standards regardless of the position structure proposed or approved on the TD.

1-3.e(5) Civilian personnel officers will insure the preparation of job descriptions and appropriate evaluation judgment for all positions set forth

on proposed or approved TD's, advise supervisors and managers in the development of the appropriate grade structure anticipated for submission on proposed TD's, and evaluate present workforce and recruitment capabilities to provide realistic conclusions relative to the availability of qualified personnel to meet the proposed optimum grade structure.



## CHAPTER P34

PERSONNEL PLANNING TO MEET CHANGING MATERIEL  
AND MISSION REQUIREMENTSSection

1

General

## Section 1

## GENERAL

Paragraph

1-5

Policy

## POLICY

1-5.g. (added). Management events within the context of this regulation more often than not will carry a security classification during the stage of initial planning. Such security classification must not result in the withholding of information from those properly cleared individuals who are responsible for planning and executing the civilian personnel workforce implications of the management event. Sufficient lead time must be provided for such aspects of the event as the need for accelerated recruitment, training, development, and approval of new qualification and classification standards, retrenchment programs involving extensive out-placement efforts, and compliance with DOD stability of employment policies and directives.



## CHAPTER R3

## REDUCTION-IN-FORCE

	<u>Section</u>
General provisions	1
Determining employees affected	3

## Section 1

## GENERAL PROVISIONS

Note. The following incorporates instructions from Hq, AMC, to AMC commands, installations, and activities concerning implementation of actions having significant personnel implications. This material was previously contained in AMCR 10-1, 9 November 1962.

	<u>Paragraph</u>
Advance Information and Reports	
To Employees	1-5a(3) (added)
To Headquarters, Department of the Army	1-5b(1)(e),(f),(g), & (4) (added)
To the Public	1-5c(5) (added)
To Headquarters, AMC	1-5g & h (added)

## ADVANCE INFORMATION AND REPORTS

## To Employees

1-5.a.(3) Added. After receipt of Headquarters, AMC, authorization to implement personnel actions affecting civilian Government employees, commanders of AMC major subordinate commands and separate installations and activities will:

(a) Assure that appropriate notices are given to employees.

(b) Provide employees to be separated with positive assistance in locating further employment in accordance with Department of Defense and Department of the Army stability-of-employment policies. Other Army installations and Government agencies, the U.S. Civil Service Commission, the U.S. Employment Service, and private industry will be contacted to assist in the placement of Government employees to be separated. In addition, the civilian personnel offices of other



AMC major subordinate commands will be notified and authorized to deal directly with the installation or activity involved concerning consideration for employment of civilian Government employees to be separated.

To Headquarters, Department of the Army

1-5.b.(1) Added. (e) Any combination of the above.

(f) The above provisions apply regardless of the period of time over which the proposed change is scheduled for implementation. Only one transfer or reduction-in-force will be implemented at an AMC major subordinate command, installation, or activity during a 90-calendar-day period regardless of the number of civilian Government employees to be affected.

(g) The requirements and procedures of this regulation are not applicable to:

1 Reductions in AMC missions or functions and the disestablishment of AMC major subordinate commands, installations, and activities when all the personnel involved have transfer-of-function rights and are therefore continued in Federal employment by another organization in the same commuting area.

1-5.b.(4) AMC major subordinate commands, installations, and activities will submit requests in accordance with 1-5.g. below.

To The Public

1-5.c.(5) Added. Reference "b above" should read "g below" for AMC major subordinate commands, installations, and activities. "Headquarters, AMC," should be substituted for "Department of the Army" in (2) and (3) above.

To Headquarters, AMC

1-5.g. Added. (1) Commanders of AMC major subordinate commands and separate installations and activities will:

(a) Establish appropriate procedures to assure adherence to the requirements and procedures of this regulation.

(b) Submit to Headquarters, AMC, a letter request for approval for a single change or combination of changes proposed in the categories described in 1-5.b.(1).

(2) Each letter requesting approval of proposed changes include, as inclosures, a Report of Actions Having Significant

Personnel Implications (Reports Control Symbol AMCPT-101) (app I) and a draft of Information for Members of Congress (app II), and will be submitted to the Commanding General, AMC, ATTN: AMCPT, a minimum of 30 days prior to the date proposed for announcement of the approved action.

(3) Where appropriate, letters will specifically refer to communications on the proposed changes which may have been submitted to Headquarters, AMC, previously through such programing and budget documents as Commander's Statements, Cost Performance Reports, etc. In addition, where the proposed changes result from program or funding actions previously directed by or through Headquarters, AMC, specific citations of such directed actions should be included in the letters.

(4) Withhold implementation of proposed personnel reductions and transfers until specific authorization to proceed has been received from Headquarters, AMC.

(5) After being notified of Headquarters, AMC, approval of a proposed change, and prior to implementing related personnel actions:

(a) Provide Headquarters, AMC (a minimum of 48 hours prior to the proposed time of release of information to the employees), with:

1. The proposed date and time (Washington, D. C. time) for release at the installation or activity of general or individual notices to employees affected (indicating which type of release).

2. The current number of employees (Class Act and Wage Board) actually to be separated by RIF.

(b) Provide Headquarters, AMC, with revised proposed local or national press release, if appropriate.

(c) Assure that no information regarding the contents of the report on Actions Having Significant Personnel Implications is released prior to the authorized date and time provided to Headquarters, AMC.

(6) Provide Headquarters, AMC, within 2 weeks after the effective dates of the personnel actions affecting civilian Government employees, with the following:

(a) Actual number of employees (Class Act and Wage Board) separated by reduction-in-force.

(b) Reason for any deviation of 10 percent or more from numbers provided in paragraph 1-5.g.(2).

(7) Provide Headquarters, AMC, with proposed replies to congressional inquiries, as required.

(8) In the event the action also involves contractor personnel, copy of the Report of Action Having Significant Personnel Implications will be provided to the Special Assistant for Labor Relations of the initiating command who will attach copy of said report to that applicable to contract labor as set forth in AMCR 14-3.

1-5.h.(1) Commanders of AMC major subordinate commands and separate installations and activities will also provide advance information to Headquarters, AMC, when (a) reduction-in-force actions affecting less than 50 career employees or less than 25 percent of the work force (whichever is less) are planned, or (b) separation actions affecting 25 or more temporary employees are to be effected. Separation of temporary summer hire and Youth Opportunity Program employees are excepted from this requirement.

(2) Advance information required by (1) above will include activity and location, number and types of employees affected, and a brief summary of the basis for the action and will be dispatched to Headquarters, AMC, ATTN: AMCPT-CR, at least 10 workdays prior to implementation of the proposed action.

### Section 3

#### DETERMINING EMPLOYEES AFFECTED

Establishment of Competitive Areas

Paragraph  
3-1a(1) (added)

#### ESTABLISHMENT OF COMPETITIVE AREAS

##### Extent of Area

3-1a(1) The following policy governs the establishment of competitive areas for civilian Government employees of AMC major subordinate commands, project manager offices, and separate installations and activities reporting directly to Headquarters, AMC, that do not have their own operating civilian personnel offices:

(a) Major subordinate commands. Civilian Government employees of major subordinate command headquarters will be in separate competitive areas from civilian employees of the subordinate installations or activities at which they are located. Separate competitive areas are considered proper for major subordinate command headquarters because the missions, functions, and operations are independent from the missions, functions, and operations of the subordinate installations or activities, and the staffs are separately organized and clearly distinguishable from one another.

(b) Project manager offices. Civilian employees assigned to project manager offices located at Headquarters, AMC, will be in the same competitive area as other civilian employees of Headquarters, AMC. Civilian employees assigned to project manager offices located at the headquarters of a major subordinate command will be in the same competitive area as other civilian employees of the major subordinate command headquarters. When the duty station to which these employees are assigned is not the headquarters of a major subordinate command, but is within the commuting area of a major subordinate command, the competitive area will be the same as that established for employees of the major subordinate command. Employees of project manager offices not covered above will normally be in the same competitive area as the other employees of the duty station to which they are assigned. However, wherever employees of a project manager office are assigned to a contractor's plant where adequate competition in reduction-in-force would not be available, such employees will be included in the competitive area for employees where the project manager office is assigned. AMC-wide priority placement consideration will be given to all project manager office employees who cannot be placed at their duty stations through the application of CPR R3, Reduction-in-Force.

(c) Separate installations and activities reporting directly to Headquarters, AMC. When a subordinate installation or activity provides civilian personnel services to a "tenant" separate installation or activity reporting directly to Headquarters, AMC, civilian employees of the serviced ("tenant") installation or activity will be in a separate competitive area from the civilian employees of the servicing ("host") installation. When two or more installations or activities that report directly to Headquarters, AMC, are located in the same commuting area, and are provided services by the same operating civilian personnel office, they may be combined in a single competitive area, but will not be included in the competitive area of the servicing ("host") installation or activity.

(d) Nothing above will be construed to permit the changing of an established competitive area after the announcement of an impending reduction-in-force or during the time the reduction-in-force is taking place (CPR R3.3-1a).



## Appendix I

REPORT OF ACTIONS HAVING SIGNIFICANT PERSONNEL IMPLICATIONS  
(Reports Control Symbol AMCPT-101)

DATE \_\_\_\_\_

1. NAME AND LOCATION OF AMC COMMAND, INSTALLATION, OR ACTIVITY
2. NATURE OF ACTION
3. PROPOSED EFFECTIVE DATE: (If action is to be phased over a period of time, show time-phasing in increments of days following public announcement, i.e., 30 days after announcement, 60 days after announcement.)
4. NUMBER OF CIVILIAN GOVERNMENT EMPLOYEES INVOLVED

Give total authorized and actual civilian strengths of AMC command, installation, or activity (Classification Act, Wage Board) from latest strength reports; state proposed number of employees to be furloughed, separated by reduction-in-force actions, or transferred (Classification Act, Wage Board). Provide a list of numbers of personnel affected, by job title and grade.

5. REASONS FOR THE PROPOSED ACTION
  - a. If funds, be specific, e.g., reduction in procurement of missiles and equipment funds resulting in ultimate reduced workload at the installation, or research and development funds for R&D projects.
  - b. If workload, be specific, e.g., completion of a production order or research project. Identify the item or commodity involved.
  - c. If both funds and workload, so state and tie the two together.
  - d. If other, be specific, e.g., reduction due to management improvement - include specifics regarding the improvement; transfer of function from one locality to another - include details regarding the type of functions; consolidation of functions or services - include details regarding the functions to be consolidated.
6. SUPPLEMENTARY INFORMATION

Include information on size of any previous reductions-in-force at the same AMC command, installation, or activity within the past 12 months; specific programs and activities to be affected by the proposed action; specific authorization, budget program, and budget project from which personnel affected are paid; the effect of the proposed action upon the basic mission; the dollar amounts involved; and any other facts which appear to justify the action. Indicate not only the specific programs to be curtailed or discontinued but also the specific programs in which the AMC command, installation, or activity will continue to be engaged.

Appendix I--Continued

7. ACTIONS TAKEN TO MINIMIZE IMPACT

Description of actions taken to adjust and redistribute existing workload to keep personnel reduction to a minimum. If appropriate, indicate impact on other installations with the same or similar missions. If workload and/or missions are being transferred to other locations, specify installations and locations and indicate the number of civilian personnel spaces proposed for transfer to new locations.

8. EFFECT ON EMPLOYEES

Reduction to be achieved in authorized Government civilian strength of the AMC command, installation, or activity. A statistical back-up for this figure to include: estimated number of employees to be placed in existing vacancies; estimated number of employees who will be lost through voluntary attrition; estimated number of employees with transfer-of-function rights, if applicable; estimated actual civilian strength of the AMC command, installation, or activity following reduction; and other estimates pertinent to assessment of impact on employees. Include proposed date(s) for issuance of notices; statement on the nature and extent of assistance to be given employees in locating other jobs; implementation of DOD Regional Priority Placement Program for Stability of Employment; indication of whether retraining Programs are available through State agencies and plans for informing employees of their availability; and statement on the local labor market situation, current Department of Labor labor market classification, employment trends, and economic effect on the community.

9. CONGRESSIONAL IMPLICATIONS

Analysis of Congressional implications including names of interested Congressmen or a statement that no Congressional implications are anticipated.

10. PRESS RELEASE

Statement as to whether a local or national press release is to be issued.

11. DISPOSITION OF MANPOWER SPACES SAVED

Statement as to the use to be made of spaces saved.

## Appendix II

## FORMAT

## INFORMATION FOR MEMBERS OF CONGRESS

There will be a reduction-in-force of (total no.) Government civilian employees ((No.) Classification Act and (No.) Wage Board)) at the (name and location of the AMC command, installation, or activity). Notices will be issued to the affected employees today and will be effected on (date)\_\_\_\_\_.

This reduction-in-force is due to (general statement of reasons for the action and benefits to be derived by the Army).

Extensive efforts will be exerted by the (name of command, installation, or activity) to place affected Government employees in other positions at the (command, installation, or activity), in other Federal agencies, and in public and private employment. The State employment office and the local office of the U. S. Civil Service Commission will be contacted to secure maximum assistance for personnel being separated.

\* \* \* \* \*

Note. If transfers of mission, functions, and/or workload to other Army installations or activities are involved, the Information for Members of Congress will include names and locations of installations which are to receive 50 or more additional civilian personnel spaces.





CHAPTER R5

RETIREMENT

General Provisions

Section

1

Section 1

GENERAL PROVISIONS

Disability Retirement Initiated by Installation

Paragraph

1-15

DISABILITY RETIREMENT INITIATED BY INSTALLATION

1-15. An application for disability retirement initiated by the installation should be timely and furnish specific information concerning all details of the case. The application should set forth all the reasons for the proposed action. The stated reasons should be supported by evidence of the employee's disability such as dates, incidents, witnesses, or references to actions. Additionally and most important, the employee should be given a thorough examination by a medical specialist. This examination need not be limited to services available in nearby Government facilities. The services of a private medical specialist may be obtained on a consultant basis. In each case provide full and complete information for the reviewing authority.



CHAPTER S1

SEPARATIONS AND ADVERSE PERSONNEL ACTIONS

General Provisions

Section  
1

Section 1

GENERAL PROVISIONS

Policy

Paragraph  
1-1 (adde

POLICY

General

1-1.1a. It will be the policy of AMC that extreme care will be exercised to assure that employees will be accorded all of the rights and benefits to which they are entitled. Under no circumstances should appointing officers and supervisory officials resort to fine shadings or exceptions so as to defeat the intent of this policy.

Actions Having Security Implications

1-1.1b. In administering adverse actions any reasonable doubt will be resolved in favor of the employee except that if the adverse action involves security implications, any reasonable doubt is to be resolved in favor of management.



## CHAPTER CPPM 1

## Section 9

## CIVILIAN PERSONNEL PROGRAM REPORT

	<u>Subsections</u>
General provisions	90
Civilian personnel program report	91
Civilian personnel narrative report (Operating civilian personnel offices)	92
Civilian personnel narrative report (Command)	93

## GENERAL PROVISIONS

90.03. Description of reporting system.

g. Within USAMC, command evaluations as described above will be made by Headquarters, USAMC, and by the headquarters of each of the major subordinate commands. These evaluations will include analyses of the narrative reports of installations reporting to these commands, of the quantitative summaries, inspection reports, and of other pertinent data bearing on civilian personnel program progress. These evaluations will serve as a basis for command planning of civilian personnel program improvements.

h. In addition, Headquarters, USAMC, will make a USAMC-wide evaluation based on review of the eight command narratives mentioned above, and other pertinent data bearing on civilian personnel program progress. This evaluation will serve as a basis for Headquarters, USAMC, civilian personnel program guidance.

## CIVILIAN PERSONNEL PROGRAM REPORT

91.03. Submission.

d. Preparing offices within USAMC will submit a copy of DA Form 1346 to their respective commands simultaneously with dispatch of the original to the Deputy Chief of Staff for Personnel, Office of Civilian Personnel (DCSPER-OCP).

CIVILIAN PERSONNEL NARRATIVE REPORT  
(OPERATING CIVILIAN PERSONNEL OFFICES)92.03. Submission.

b. Preparing offices at installations and activities reporting directly to Headquarters, USAMC, will submit their reports, in quintuplicate,

in time to reach Headquarters, USAMC, ATTN: AMCPT-CE, by the 14th workday following the end of each reporting quarter.

c. Preparing offices at installations and activities report to a major subordinate command will submit their reports to the command by such date as the command may specify.

CIVILIAN PERSONNEL NARRATIVE REPORT  
(COMMAND)

93.03. When prepared and submitted.

c. Major subordinate commands will submit their narrative quintuplicate, to reach Headquarters, USAMC, ATTN: AMCPT-CE, by the 14th workday following the end of the reporting quarter. It is recognized that by this date Army Civilian Personnel Management Reports may not have been received by the commands. However, all other sources of information listed in paragraph 93.04b will be available, including preliminary analyses of the command's copies of DA Forms 1346 from the reporting installations and activities. Based on this information, a complete narrative should be prepared, including narrative discussion of failure on the part of individual installations or the command as a whole to meet specific published DA operating program goals.

